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**BOARD OF SUPERVISORS****BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

May 5, 1995

DOCUMENTS DEPT.

MAY 09 1995

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TO: Government Efficiency and Labor Committee
FROM: Budget Analyst *Recommendations...*
SUBJECT: May 9, 1995 Government Efficiency and Labor Committee Meeting

Item 1a - File 133-95-3

Department: Chief Administrative Officer (CAO)
Department of Public Works (DPW)

Item: Resolution authorizing the Chief Administrative Officer and other designated City officials to execute and file, on behalf of the City, Department of Public Works, an application for Federal and State financial assistance under the Robert T. Stafford Federal Disaster Relief and Emergency Assistance Act and the State Natural Disaster Assistance Act for funds as a result of the 1995 Late Winter Storms.

Description: The Robert T. Stafford Federal Disaster Relief and Emergency Assistance Act, and the State Natural Disaster Assistance Act provide that eligible state governments, local governments, and non-profit agencies may be reimbursed for specific expenses relating to disasters as part of the Federal and State Public Assistance program. The Public Assistance program is funded by Federal Emergency Management Agency (FEMA) Public Assistance program funds, on a cost shared basis, with eligible States, counties, and non profit agencies. The Public Assistance program is administered by the State's Governor's Office of Emergency Services. The Governor's Office of Emergency Services would be the grantee for the Public Assistance program funds, and San Francisco would be the sub-grantee.

Memo to Government Efficiency and Labor Committee
May 9, 1995 Government Efficiency and Labor Committee Meeting

On March 25, 1995, at the request of the Governor, the Presidential Declaration of Assistance for the 1995 Late Winter Storms, was amended to include San Francisco County. As such, DPW became eligible, through the Public Assistance program, for reimbursement for certain costs relating to emergency repairs, as well as permanent repair work for damaged property and facilities on a cost shared basis. According to Mr. John Sucich of DPW, the City would be responsible for 6.25 percent of the cost of the repairs, the State would be responsible for 18.75 percent, and FEMA would be responsible for 75 percent of the cost of the repairs. Mr. Sucich advises that there is pending legislation at the State level, which if approved, would exempt San Francisco from all cost sharing responsibility.

Mr. Sucich advises that if the proposed resolution is approved, then the CAO will submit a Public Assistance application to the Governor's Office of Emergency Services, on behalf of DPW. FEMA and the State will then inspect the damages, or the records for completed emergency repairs, to determine if the pending or completed repairs are eligible for reimbursement. Mr. Sucich estimates that the cost of the repairs will be approximately \$3 million. Based on this estimate, FEMA would pay \$2,250,000 (75%), the State would pay \$562,500 (18.75%), and the City would pay \$187,500 (6.25%) of the cost of the repairs. It should be noted, however, that the actual determination of the amount that the City will be reimbursed for repair costs is determined by FEMA and the State, and not by the City.

Recommendation: Approve the proposed resolution.

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BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
May 9, 1995 Government Efficiency and Labor Committee Meeting

Item 1b - File 147-95-2

Department: San Francisco Public Library

Item: Resolution authorizing the City Librarian to apply for funds not to exceed \$28,140 available from the U.S. Department of Education for a Project Read Outreach Program; indirect costs of 5% are included in this grant.

Grant Amount: Not to exceed \$28,140

Grant Period: October 1, 1995 - September 30, 1996

Source of Funds: U.S. Department of Education, Library Services and Construction Act (LSCA), Title VI

Project: Project Read, Outreach Project

Description: Project Read is the adult literacy program of the San Francisco Public Library. The program offers English-speaking adults, who lack basic reading and writing skills, free confidential tutoring by trained volunteers.

The proposed grant will fund the Outreach Project designed to advertise services offered at Project Read to potential adult students who often lack access to information. The Outreach Project will include mailing and distributing flyers and information packets to community agencies, businesses, churches and professional organizations in order to increase community awareness of Project Read. The Outreach Project also includes advertising in community newsletters and posting ads in buses.

Budget: The proposed grant funds would purchase contractual services from Friends of the San Francisco Library, a non-profit organization. The Friends of the San Francisco Public Library's budget for the Outreach Program is as follows:

Outreach Consultant (545 hrs @ \$22/ hr)	\$12,000
Distribution (Fees for distributing flyers, hanging posters and mailings)	4,000
Supplies (Promotional supplies - magnets and pencils with Project Read logo)	2,500

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Printing \$ 3,300
(Flyers, posters, information packets)

Advertising 5,000
(Banners, bus posters, ads, billboards)

Total Direct Cost \$26,800

Indirect Costs (5% of Total Direct Cost) 1,340

Total Proposed Grant \$28,140

Required Match: None

Indirect Costs: \$1,340 (5% of the \$26,800 total direct cost)

Comments:

1. Ms. Linder indicates that the contractual services would be provided on a sole-source basis by the Friends of the San Francisco Public Library because the Friends of the San Francisco Library started Project Read in 1983, and therefore is very knowledgeable about the program and the San Francisco Library's services.
2. A Disability Access Checklist is on file with the Clerk of the Board.
3. The Grant Application Information Form prepared by the Public Library is attached.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

File Number _____

GRANT APPLICATION INFORMATION FORM

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution.

Department: San Francisco Public Library/Project Read

Contact person: Ana Linder Phone: 415/557-4388

Project title: Outreach Project

Grant source: U.S. Dept. of Education, LSCA title VI

Proposed (New / X Continuation) Grant Project Summary:

Project Read is the adult literacy program of the San Francisco Public Library. It offers English-speaking adults, who lack basic reading and writing skills, free confidential tutoring by trained volunteers. Project Read seeks funds to implement a student and minority tutor outreach project.

A number of barriers must be overcome for a person to come to Project Read. Getting the word out to potential students is a challenge because adults who lack reading skills often lack access to information. A well-developed outreach plan can do much to pave the way to literacy for an increasing number of adults. To reach potential minority volunteers, a personal culturally appropriate approach is necessary. Project Read proposes to implement an outreach plan that involves community agencies, businesses, churches, professional organizations, tutors and students to invite more adult learners to join our program.

Amount of grant funding applied for: \$28,140

Maximum funding amount available: \$35,000

Required matching funds: \$0

Number of positions created and funded: 0

Amount to be spent on contractual services: \$26,800

Will contractual services be put out to bid? No

Since the inception of Project Read in 1983, the Friends of the San Francisco Public Library have been the sole contractor of all Project Read's Federal & State grants. The Friends of the Library, a non-profit organization, exists to provide support to the library. Project Read was started by the Friends of the Library. The staff is very knowledgeable of our program and services. They are the best suited organization for contractual services. In addition, they provide support services free of charge.

Grant Application Information Form

p.2

Term of grant: October 1, 1995 - September 30, 1996

Date Department was notified of available funds: July 1994

Application Due Date: December 2, 1994

Grant funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

See attached

Department Head approval: _____

Kenneth E. Dowlin

Kenneth E. Dowlin
City Librarian

Memo to Government Efficiency and Labor Committee
May 9, 1995 Government Efficiency and Labor Committee Meeting

Item 1c - File 147-95-3

Department: Public Library

Item: Resolution authorizing the City Librarian to apply for funds not to exceed \$23,741 available from the U.S. Department of Education for a Project Read Student Support Program; indirect costs of 5% are included in this grant.

Grant Amount: Not to exceed \$23,741

Grant Period: October 1, 1995 - September 30, 1996

Source of Funds: U.S. Department of Education, Library Services and Construction Act (LCSA) Title VI

Project: Project Read, Student Support Services

Description: Project Read is the adult literacy program of the San Francisco Public Library. The program offers English-speaking adults, who lack basic reading and writing skills, free confidential tutoring by trained volunteers. Project Read seeks funds to deliver and improve support and instructional services to learners.

The proposed grant would be used to provide stronger student involvement in the Project Read program by providing opportunities for students to meet and learn from one another. The proposed grant would be used to help establish an adult learner council comprised of Project Read students, provide writing workshops, quarterly workshops, and special events for the students of Project Read.

Budget: The proposed grant funds would purchase contractual services from Friends of the San Francisco Library, a non-profit organization. The Friends of the San Francisco Public Library's budget for the Outreach Program is as follows:

Support Services Coordinator (1,040 hrs @ \$16/hr)	\$16,640
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Supplies (Notebooks and pens)	1,500
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Writing Instructor's Fees (18 workshops at \$150 per session)	2,700
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Instructional Workshops (2 workshops at \$135 per session)	270
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BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
May 9, 1995 Government Efficiency and Labor Committee Meeting

Printing (Workshop materials, workshop announcements and recognition event invitations)	\$ 1,000
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Postage (Workshop announcements, recognition event invitations)	<u>500</u>
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Total Direct Cost	\$22,610
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Indirect Costs (5% of Total Direct Cost):	<u>1,131</u>
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Total Proposed Grant	\$23,741
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Required Match: None

Indirect Costs: \$1,131 (5% of the \$22,610 total direct cost)

Comments:

1. Ms. Linder indicates that the contractual services would be provided on a sole-source basis by the Friends of the San Francisco Public Library because the Friends of the San Francisco Library started Project Read in 1983, and therefore is very knowledgeable about the program and the San Francisco Library's services.

2. A Disability Access Checklist is on file with the Clerk of the Board.

3. The Grant Application Information Form prepared by the Public Library is attached.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

File Number _____

GRANT APPLICATION INFORMATION FORM

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution.

Department: San Francisco Public Library/Project ReadContact person: Ana Linder Phone: 415/557-4388Project title: Student Support ServicesGrant source: U.S. Dept. of Education, LSCA title VIProposed (New / X Continuation) Grant Project Summary:

Project Read is the adult literacy program of the San Francisco Public Library. It offers English-speaking adults, who lack basic reading and writing skills, free confidential tutoring by trained volunteers. Project Read seeks funds to enhance program effectiveness.

One need that has evolved as Project Read has grown and matured is the need for stronger learner involvement in our program, and more opportunities for adult learners to meet and learn from one another. Many adult learners who come to Project Read for help feel that they, alone, have problems reading and writing. The shame they feel often keeps them isolated. We propose to create structure and opportunity for adult learners to increase their education and contribute to the program and to each other. Proposed designs include: an adult learner council, writing workshops, quarterly workshops and an adult learner event.

Amount of grant funding applied for: \$23,741Maximum funding amount available: \$35,000Required matching funds: \$0Number of positions created and funded: 0 Amount to be spent on contractual services: \$22,610Will contractual services be put out to bid? No

Since the inception of Project Read in 1983, the Friends of the San Francisco Public Library have been the sole contractor of all Project Read's Federal & State grants. The Friends of the Library, a non-profit organization, exists to provide support to the library. Project Read was started by the Friends of the Library. The staff is very knowledgeable of our program and services. They are the best suited organization for contractual services. In addition, they provide support services free of charge.

Grant Application Information Form

p.2

Term of grant: October 1, 1995 - September 30, 1996

Date Department was notified of available funds: July 1994

Application Due Date: December 2, 1994

Grant funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

See attached

Department Head approval:

Kenneth E. Dowlin

Kenneth E. Dowlin
City Librarian

Memo to Government Efficiency and Labor Committee
May 9, 1995 Government Efficiency and Labor Committee Meeting

Item 1d - File 147-95-4

Department: Public Library

Item: Resolution authorizing the City Librarian to apply for funds not to exceed \$27,211 available from the U.S. Department of Education for a Project Read Tutor Support Program; indirect costs of 5% are included in this grant.

Grant Amount: Not to exceed \$27,211

Grant Period: October 1, 1995 - September 30, 1996

Source of Funds: U.S. Department of Education, Library Services and Construction Act (LSCA), Title VI

Project: Project Read, Tutor Support Services

Description: Project Read is the adult literacy program of the San Francisco Public Library. The program offers English-speaking adults, who lack basic reading and writing skills, free confidential tutoring by trained volunteers. Project Read seeks funds to deliver and improve support and instructional services to volunteer tutors.

The proposed grant would provide tutors with continuing education workshops, social events, a quarterly newsletter, support groups, a tutor recognition event, and consultations with a reading specialist.

Budget: The proposed grant funds would purchase contractual services from Friends of the San Francisco Library, a non-profit organization. The Friends of the San Francisco Public Library's budget for the Outreach Program is as follows:

Volunteer Manager (1040 hrs @ \$16.00/hr)	\$16,640
Supplies (Plaques to volunteer tutors)	1,500
Continuing Education Sessions (6 workshops at \$150 per session)	900
Assessments with Reading Specialists (25 sessions at \$75 per session)	1,875

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BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
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Printing (Includes continuing education sessions announcements, continuing education instruction materials, comprehensive evaluation, recognition event invitations, support group announcements, and newsletters)	\$ 3,000
Postage (Continuing education workshop announcements, support group announcements, recognition event invitations, and newsletters)	2,000
Total Direct Cost	\$25,915
Indirect Costs (5% of Total Direct Costs):	<u>1,296</u>
Total Proposed Grant	\$27,211

Required Match: None

Indirect Costs: \$1,296 (5% of the \$25,915 total direct cost)

Comments:

1. Ms. Linder indicates that the contractual services would be provided on a sole-source basis by the Friends of the San Francisco Public Library because the Friends of the San Francisco Library started Project Read in 1983, and therefore is very knowledgeable about the program and the San Francisco Library's services.
2. A Disability Access Checklist is on file with the Clerk of the Board.
3. The Grant Application Information Form prepared by the Public Library is attached.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

File Number _____

GRANT APPLICATION INFORMATION FORM

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution.

Department: San Francisco Public Library/Project Read

Contact person: Ana Linder Phone: 415/557-4388

Project title: Tutor Support Services

Grant source: U.S. Dept. of Education, LSCA title VI

Proposed (New / X Continuation) Grant Project Summary:

Project Read is the adult literacy program of the San Francisco Public Library. It offers English-speaking adults, who lack basic reading and writing skills, free confidential tutoring by trained volunteers. Project Read seeks funds to deliver and improve support and instructional services to volunteer tutors.

No matter where or with whom our volunteers are placed, the majority express feelings of isolation and instruction difficulties when tutoring. To address these issues we propose to provide tutors with: continuing education workshops, social events, monthly phone calls, a quarterly newsletter, support groups, a tutor recognition event, and consultations with a reading specialist.

Amount of grant funding applied for: \$27,211

Maximum funding amount available: \$35,000

Required matching funds: \$0

Number of positions created and funded: 0

Amount to be spent on contractual services: \$25,915

Will contractual services be put out to bid? No

Since the inception of Project Read in 1983, the Friends of the San Francisco Public Library have been the sole contractor of all Project Read's Federal & State grants. The Friends of the Library, a non-profit organization, exists to provide support to the library. Project Read was started by the Friends of the Library. The staff is very knowledgeable of our program and services. They are the best suited organization for contractual services. In addition, they provide support services free of charge.

Grant Application Information Form

p.2

Term of grant: October 1, 1995 - September 30, 1996

Date Department was notified of available funds: July 1994

Application Due Date: December 2, 1994

Grant funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

See attached

Department Head approval:

Kenneth E. Dowlin

Kenneth E. Dowlin
City Librarian

Memo to Government Efficiency and Labor Committee
May 9, 1995 Government Efficiency and Labor Committee Meeting

Item 1e - File 147-95-5

Department: Public Transportation Commission (PTC)
Municipal Railway (MUNI)

Item: Resolution authorizing the Public Transportation Commission to apply for, accept and expend \$70,000 of National Research Council Transportation Research Board Funds, to develop a Compact Disc-Interactive (CD-I) Training Program, and waiving indirect costs.

Grant Amount: \$70,000

Grant Period: 12 months from date of award

Source of Funds: National Research Council - Transportation Research Board

Project: Compact Disc - Interactive Violence Prevention Training Program

Description: The proposed grant funds would be used by MUNI to pay for the development, implementation and evaluation of Compact Disc - Interactive Violence Prevention Training Program for MUNI operators and station agents. This training program would be aimed at increasing the MUNI operators and station agents skills in handling violent situations to both prevent and cope with potential acts of violence, in order to improve system security and passenger and employee safety. A video training disk with interactive capabilities will be developed, which will be used as the training tool for this program.

Budget: Development of Video Disk

Personal Services Contracts:

Computer - Interface Designer (100 hrs. @ \$97.50 per/hr.)	\$9,750
Computer Programmer (100 hrs. @ \$67.50 per/hr.)	6,750
Production Assistants (2 x 240 hrs. each @ \$8 per/hr.)	3,840
Videographer (240 hrs. @ \$55.42 per/hr.)	13,300
Writer (83 hrs. @ \$60 per/hr.)	4,980
Graphic Artist (80 hrs @ \$30 per/hr.)	2,400
Actors (15 x one day @ \$350 per/day)	5,250
Narrator (one day @ \$400 per/day)	400
Musician (two days @ \$500 per/day)	1,000
Video Production Costs (editing, sound track mixing, digitizing all video materials, master video disk and copies)	<u>17,330</u>
Subtotal	\$65,000

BOARD OF SUPERVISORS
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Memo to Government Efficiency and Labor Committee
May 9, 1995 Government Efficiency and Labor Committee Meeting

Materials and Supplies

(video stock tapes, props, video light bulbs,
miscellaneous computer supplies,
training materials)

Total

\$5,000
\$70,000

Required Match: None

Indirect Costs: None - the Federal grantor does not permit these grant funds to be used to pay for indirect costs.

Comments:

1. Attached is grant summary as prepared by the MUNI for the proposed grant funds.
2. The MUNI has prepared a Disability Access Checklist for the proposed grant funds, which is on file with the Clerk of the Board's Office.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Public Transportation Commission

Contact Person: Jerry Levine Telephone: 923-2576

Project Title: Compact Disc-Interactive Violence Prevention Training Program

Grant Source: National Research Council-Transportation Research Board

Proposed (New / Continuation) Grant Project Summary:

This proposal concerns two major aspects of training: violence prevention as an appropriate topic for instruction and the relative utility of interactive multimedia technology (compared to linear video productions or other training media). The project will determine the applicability of both the content of training as well as the training medium to current transit operations.

The adoption and use of interactive video technology in transit training programs is designed primarily to increase the overall efficiency in transit training operations. Its value lies in providing standardized training of consistent high quality at reduced cost per unit of training provided.

Significant improvements in system security, passenger and employee safety, and worker performance can be achieved through the acquisition and development of human relations skills designed to diffuse potentially violent incidents or de-escalate aggressive interaction once it has begun. As part of this IDEA, proven concepts and principles of violence prevention and hostility management will be incorporated into a training program for front line transit personnel, primarily vehicle operators and station agents. The program is designed to have two measurable outcomes: (1) reduced incidence of employee assaults and (2) enhanced ability of employees to handle aggressive interactions and violence laden incidents.

Amount of Grant Funding Applied for: 70,000

Maximum Funding Amount Available: 70,000

Required Matching Funds: \$0 - In kind associated with existing activities is provided

Number of Positions Created and Funded: 0

Amount to be Spent on Contractual Services: 65,000

Will Contractual Services be put out to Bid? No.

Term of Grant: 12 months from date of awardDate Department Notified of Available funds: Unknown, RFP date is 9/94Application Due Date: 9/26/94

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

The following two types of IDEA proposals, identified in the TRANSIST-IDEA program announcement are eligible for IDEA award consideration. The letter of invitation from TRB will recommend the specific type of proposal based on the concept proposal submitted by the investigator.

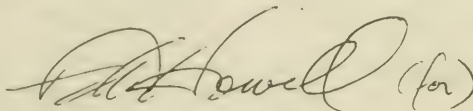
New and Unproven Concepts: Feasibility Phase

The feasibility phase is generally an evaluation of an innovative technical concept for which adequate knowledge, technical information, or data are not currently available to ascertain its feasibility. A typical work plan for the investigation of new and unproven concepts should focus on determining the scientific and technical validity of the concept through appropriate small or bench scale experimentation and/or analytical verification. The results should demonstrate the proof of the concept for (a) subsequent development of a prototype system and/or field scale experimentation or (b) development of guidelines for the application to practice of a new method, process, or technology.

Proven Concepts: Advanced Testing Phase

The advanced testing phase performs larger-scale or field testing of deserving and proven IDEA concepts. Concepts proven feasible from a prior TRANSIT-IDEA project or innovations developed and tested outside the TRANSIT-IDEA program are eligible. Proven concept proposals include testing of new technological developments from overseas and from other industries, such as aerospace, computers, and information technology. Products that are currently available, marketed, used, or tested for U.S. transit practice are not eligible for IDEA investigation.

A typical work plan for a proven concept investigation should focus on developing prototypes of proven innovations, evaluating the product under actual or simulated transit operating conditions, and estimating the efficacy of the product for transit application. The results of a proven concept investigation should provide adequate information on the cost-effectiveness and potential application and acceptance of the product in transit practice.



Philip H. Adams

Director, Public Transportation Commission

Department Head Approval

Item 1f - File 150-95-2

Department: Recreation and Park Department (RPD)

Item: Resolution authorizing the Recreation and Park Department to apply for a grant in the amount of \$50,000 from the Urban Park and Recreation Recovery Act for the "Young Teens on the Move" Program.

Grant Amount: \$50,000

Source of Funds: Federal Urban Parks and Recreation Recovery Act

Project: Young Teens on the Move Program

Comment: Ms. Elaine Molinari of the RPD has advised the Budget Analyst that the grantor has informed the RPD that the City is not eligible for the proposed grant funds and as such the RPD requests the proposed resolution be tabled.

Recommendation: Table the proposed resolution as requested by the RPD.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 2 - File 172-95-17

Department: Public Transportation Commission (PTC)

Item: Resolution approving a three-year extension of the Transit Advertising Agreement between the City and County of San Francisco through its Public Transportation Commission (PTC) and Transportation Displays, Incorporated.

Description: In 1991, the Board of Supervisors approved a resolution authorizing the Public Utilities Commission (PUC) to enter into a five-year agreement with Transportation Displays, Incorporated (TDI) to manage the Municipal Railway's transit advertising program from July 1, 1991 through June 30, 1996. This agreement contained an option to extend the agreement by three years, subject to the mutual agreement of the City and TDI.

TDI has notified the Public Transportation Commission (PTC) that it wishes to exercise the option to extend the transit advertising agreement for the three-year period from July 1, 1996 through June 30, 1999. The proposed resolution would approve this three-year extension. Under the proposed three-year extension, TDI has agreed to new provisions, listed below, which are in addition to the provisions already contained in the existing agreement between TDI and the City (See Comment No. 1).

- TDI would pay the City \$100,000 per year to fund a new position and related expenses involved in actively promoting MUNI to the news media. PTC reports that this position would most likely be a 1370s series classification (Special Assistant) with a salary ranging from \$55,000 to \$72,000 per year, plus fringe benefits. The remainder of the \$100,000 would be used for promotional expenses, such as the printing of brochures. PTC reports that this position would most likely be a limited tenure position that may be extended by including a requirement to fund the position in future Request for Proposals (RFP) for a transit advertising contract. Approval of this new position and the expenditure of the \$100,000 amount donated by TDI would require separate appropriation approval by the Board of Supervisors.
- TDI would provide \$10,000 of in-kind creative design services annually to promote MUNI. These services would be performed either by TDI itself or by a TDI subcontractor.

- TDI would provide \$60,000 worth of newspaper advertising space and television and radio advertising time annually. PTC reports that the allocation of funds among newspaper, television and radio advertising has not yet been determined. All advertisements would be subject to the approval of PTC.
- TDI would continue to pay MUNI monthly payments equal to 65 percent of all gross billings (after agency commissions are paid) or the monthly minimum annual guarantee, whichever is greater. The minimum annual guarantee to be paid by TDI would be \$2.2 million (approximately \$183,333 per month).

Comments:

1. The following major provisions of the existing transit advertising agreement would remain unchanged during the proposed three-year extension period:
 - The minimum annual guaranteed payments would be adjusted each year by the Consumer Price Index (CPI). The minimum annual guaranteed amounts would also be adjusted by a formula according to changes either in the number of vehicles available for advertising or the authorized number of advertising spaces.
 - Payments would be made monthly and would be based on billings, not collections.
 - TDI's existing irrevocable Letter of Credit Security Deposit in the amount of \$1,425,000 would be automatically extended over the proposed three-year extension. This letter of credit is payable in favor of the City and County of San Francisco.
 - TDI would continue to contribute \$30,000 each year of the proposed three-year extension to the MUNI Employee Awards Fund. As part of the Employee Recognition Program, TDI would also continue to provide (a) three trips for two persons to Hawaii each year, including airfare, accommodations for five nights and a rental car, and (b) four Nights Out-On-The-Town for two persons on a monthly basis, including dinner, theater or concert tickets and chauffeured limousine service. TDI would be officially recognized by MUNI for its contributions.
 - Providing that the MUNI General Manager gives 65 days advance notice to TDI, the City would continue to have the right to the exclusive use of no more than ten percent of each type of exterior advertising space and ten of the

11" by 42" interior car cards in each MUNI vehicle to market and promote MUNI services. The City would also continue to have the right to use any unsold advertising space to promote MUNI services. In both cases, TDI would continue to install, maintain and remove the City's advertising free of charge.

- The ban on alcohol and tobacco advertising would continue over the proposed three-year extension period.
- TDI would extend its existing Five-Year Plan, which outlines TDI's plans to comply with the City's MBE/WBE Ordinance, by three years.

2. According to Mr. Phil Chin of PTC, extending the existing transit advertising agreement with TDI by three years is preferable to undergoing a new competitive bid process because, under the existing contract with TDI, (a) the City receives the highest percentage of gross billings in the nation along with Boston (65%), and (b) PTC's transit advertising agreement includes restrictions on tobacco and alcohol advertising, whereas Boston's transit advertising agreement includes restrictions only on tobacco advertising. PTC's existing transit advertising agreement was competitively bid in 1991 and TDI was the only responsive bidder.

3. PTC reports that, thus far, TDI's annual payments to MUNI have exceeded the minimum annual guarantees during every year of the contract. The average annual payment to the City by TDI during the first four years of the existing transit advertising agreement is expected to be approximately \$1.9 million per year. TDI's projection of sales indicates that by the third year of the proposed three-year extension, the City's annual revenues would reach approximately \$2.5 million per year.

Recommendation: The approval of the proposed three-year contract extension is a policy matter for the Board of Supervisors.

Memo to Government Efficiency and Labor Committee
May 9, 1995 Government Efficiency and Labor Committee Meeting

Item 3 - File 97-95-13

Note: This item was continued from the April 11, 1995 meeting of the Government Efficiency and Labor Committee

Item: Ordinance amending the Administrative Code by adding Section 6.61 to require that all contracts and leases between the City and professional major league sports teams include a provision that requires such teams to use major league quality athletes.

Description: The proposed ordinance would amend Section 6.61 of the City's Administrative Code to require that all contracts and leases entered into, modified or amended between the City and professional, major league sports teams after May 1, 1995, include a provision requiring such teams to use "major league quality athletes" during professional sports events.

For the purposes of the legislation, a team would be deemed to have failed to use "major league quality athletes" if the team operated at a major league level in the preceeding two years, and, if more than 20 percent of the athletes the team makes available to perform in a sporting event did not perform on a major league team during the previous professional sports season.

Mr. Phil Arnold of the Recreation and Parks Department reports that the City has leases with the Giants and with the 49ers in which a part of the City's revenues are linked to ticket sales, and such ticket sale revenues could be assumed to be affected by the use of "replacement" players such as those proposed in the recent baseball strike. Mr. Arnold reports that the legislation's estimate that up to \$500,000 per year would be lost to the City if attendance at Giants games dropped 50 percent or more during the regular season is reasonable. In addition, Mr. Arnold notes that the City derives parking revenues, as well as other tax revenues associated with concessions and other businesses related to sports events, which could be expected to be affected by the use of other than major league quality players.

Comments: 1. According to Mr. Arnold, including such a clause in the City's leases and contracts would not increase the City's costs to negotiate such contracts, or substantially alter the terms that the City could negotiate in making contracts with professional sports teams. However, as noted above, if a team were to use other than major league quality players,

there could be a fiscal impact on the City in reduced concession revenues if ticket sales decline, and in reduced tax revenues.

2. As the City's contracts are presently written, if a team violates a contract, the City may terminate the contract. If the Giants, for example, fielded a team with more than 20 percent "replacement" players, and the team had a contract with the City containing a provision like that in the proposed ordinance, the team would be in violation of the contract. In such a case, the City could terminate the contract and baseball could not be played at Candlestick Park.

3. Since the earliest that the Board of Supervisors could approve the proposed ordinance is May 15, 1995, the proposed legislation should be amended to make the date by which the requirement to use major league quality players is a part of City contracts June 1, 1995, instead of May 1, 1995.

- Recommendation:**
1. Amend the effective date of the proposed ordinance to June 1, 1995 instead of May 1, 1995.
 2. Approval of the proposed ordinance, as amended, is a policy matter for the Board of Supervisors.

Item 4 - File 173-95-1

Note: This item was continued by the Government Efficiency & Labor Committee at its meeting of April 25, 1995.

1. This item is a hearing to consider the decision by the Port Commission to not proceed with the pursuit of \$8 million in Federal funds allocated for the purpose of accommodating double -stack trains and handling container cargo traffic between the Port of San Francisco and the East Bay.

2. Mr. Dennis Bouey, Executive Director of the Port, advises that in order to receive the \$8 million in Federal funds to pay for double-stack trains and the expansion of cargo container facilities (the Tunnel Project), the Port would have to provide matching funds estimated in the amount of \$2 million to \$2.5 million. According to Mr. Bouey, after an in-depth evaluation of this project, which would be aimed at increasing the Port's container cargo shipping, the Port determined that the project would not result in sufficient benefit to the City to justify an estimated expenditure of \$2 million to \$2.5 million by the Port. Therefore, the Port did not apply for the \$8 million in Federal funds in connection with this project. Mr. Bouey advises that the Port came to this conclusion primarily based on demographic and geographic considerations, which place substantial limitations on San Francisco's ability to be competitive with other ports in the East Bay, with regard to container cargo shipping. According to Mr. Bouey, over the past 20 years, the majority of import and export business has shifted from San Francisco to the East Bay, thereby, making the East Bay the hub of this industry. Additionally, according to Mr. Bouey, San Francisco has one train system, Southern Pacific, by which cargo can be transported. Mr. Bouey states that, in contrast, the City of Oakland has three train systems, which permits cargo to be transported in greater volume and in less time than cargo can be transported from San Francisco. Lastly, Mr. Bouey states that the Tunnel Project is not a stand alone project. As such, according to Mr. Bouey, to attract additional container cargo shipping, various other capital improvements, costing millions of dollars would also have to be made.

3. Mr. Bouey advises that he will be in attendance at the Government Efficiency and Labor Committee meeting on May 9, 1995 to make comments and to respond to any questions which the Committee might have on this subject matter.

Item 5 - File 57-95-2

Item: Resolution urging the retention of San Francisco's neighborhood recycling centers at their existing locations and calling upon the Office of the Chief Administrative Officer and its Solid Waste Program, and the Recreation and Park Commission, to assist in the preservation of community recycling centers, and urging any entity promoting the displacement of said recycling centers to do everything in their power to retain a much-needed service amid a dense urban environment.

Description: San Francisco currently has four neighborhood recycling centers; Haight-Ashbury Neighborhood Council (HANC) Recycling Center near Kezar Stadium, Richmond Environmental Action Recycling Center at the University of San Francisco, and two sites operated by San Francisco Community Recyclers, one at the Safeway at Market and Church, and one at the Safeway at Webster and Geary. The City also has curbside recycling pick-up covering all areas of the City through a contract with Sunset Scavengers and Golden Gate Disposal. Approximately 20 percent of apartment buildings with six or more units in the City do not have recycling collection services due to space, access or other constraints, according to Mr. Robert Haley, Residential and Special Project Recycling Coordinator for the Office of the Chief Administrative Officer.

According to Mr. Phil Arnold of the Recreation and Park Department, the Department is currently recommending that the City's agreement for the HANC Recycling Center be extended for one year, and the Department is working with HANC to make the Recycling Center more compatible with the surrounding areas of Kezar and Golden Gate Park.

The recycling centers at the Safeway parking lots may be evicted by Safeway Corporation at the end of June 1995, and the recycling center at the University of San Francisco is also being asked to move by December of 1995, according to Mr. Haley. Both Safeway and USF are planning other uses for the space occupied by these recycling centers. The proposed resolution would urge the Chief Administrative Officer, the Recreation and Park Commission, and other interested parties to try to retain all four centers in their current locations.

According to Mr. Haley, recycling is an important part of the City's effort to reduce its generation of solid waste and

comply with a State law requiring that local jurisdictions divert solid waste from landfills. The California Public Resources Code specifies goals of 25 percent diversion of waste from landfill disposal by 1995, and 50 percent diversion by 2000. San Francisco is currently diverting approximately 35 percent of its solid waste from landfills.

The City's Solid Waste Management Program surveyed San Francisco residents in 1993 and found that 14 percent of residents use drop-off services, and 17 percent use buy-back services such as those offered by the four neighborhood recycling centers. Mr. Haley reports that if these four centers close, no recycling center would exist in the northwest quadrant of the City.

Comment:

Each ton of solid waste which is diverted from landfill saves the City approximately \$56 per ton in disposal fees. According to Mr. Haley, the four neighborhood recycling centers listed above divert approximately 5,500 tons of material from landfills annually, for a savings of \$308,000 each year.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 6 - File 25-95-3

Department: Real Estate Department

Item: Resolution concurring with the Controller's Certification that security services for the office building at 875 Stevenson Street can be practically performed by private contractor for lower cost than similar work services performed by City employees.

Services to be Performed: Security Services for 875 Stevenson Street

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

As part of the move from City Hall due to the seismic retrofitting required following the Loma Prieta earthquake, the offices of the Controller, the Registrar of Voters, and other offices relocated to the office building at 875 Stevenson Street. Entry security services at City Hall for these departments were previously provided by the Sheriff's Department. However, the Sheriff's Department staff, who perform entry security services, have all been reassigned to sites where the other City departments have been relocated. As such, the Sheriff's Department staff is not available to provide entry security services at 875 Stevenson.

The Controller has determined that contracting security services for FY 1995-96 would result in estimated savings as follows:

City-Operated Service Costs

Salaries *	\$53,636
Fringe Benefits	<u>14,523</u>
Total	\$68,158

<u>Contractual Services Cost</u>	<u>43,956</u>
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<u>Estimated Savings</u>	\$24,203
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* There is not a salary range for the 8724 Cadet position that would perform these entry security services for the City.

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Comments:

1. Mr. Larry Jacobson of the Real Estate Department advises that this is the first year that the City would contract for security services at 875 Stevenson Street. Mr. Jacobson advises that the contractor, Burns International, was selected as the lowest of three bidders to provide security services at 875 Stevenson from approximately May 16, 1995 through June 30, 1996.
2. Mr. Jacobson advises that Burns International has been providing entry security services at 875 Stevenson Street on an emergency basis, since April 13, 1995 (File 101-94-79).
3. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached. The contractor, Burns International, is not an MBE/WBE.
4. Mr. Jacobson advises that Burns International provides health care coverage for its employees.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

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900-2: Charter 8.300-1 (Proposition J) QuestionnaireCharter 8.300-1 (Proposition J) Questionnaire

Department Real Estate For time Period May 16, 1995 to June 30, 1996
 Contract Services Security at 875 Stevenson

- 1) Who performed services prior to contracting out?

This is a new service

- 2) Number of City employees laid off as a result of contracting out?

None

- 3) If the employees were not laid off as a result of contracting out, what happened to them?

No City employees do this service

- 4) What percent of a City employee's time is spent on services to be contracted out?

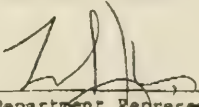
None

- 5) How long have the services been contracted out?

This is a new service

- 6) Will contract services meet goals of MBE/WBE Ordinance?

No


 Department Representative
 Larry Jacobson

Telephone: 554-9863

Item 7 - File 25-95-4

Department: Real Estate Department

Item: Resolution concurring with the Controller's certification as required by Charter Section 8.300-1 (Proposition J) that janitorial services at the City-owned building at 25 Van Ness Avenue can continue to be practically performed by a private contractor for lower cost than similar work services performed by City employees.

Services to be Performed: Janitorial Services

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for janitorial services for FY 1995-96 at 25 Van Ness Avenue would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City-Operated Service Costs</u>		
Salaries	\$163,794	\$193,454
Fringe Benefits	<u>51,318</u>	<u>56,649</u>
Total	\$215,112	\$250,103
<u>Contractual Services Cost</u>	<u>126,000</u>	<u>126,000</u>
<u>Estimated Savings</u>	\$89,112	\$124,103

- Comments:**
1. Mr. Robert Haslam of the Real Estate Department reports that certification under Charter Section 8.300-1 for contracting out these services was first approved in 1991.
 2. Mr. Matthew Hymel of the Controller's Office, reports that the Contracted Service Cost used by the Controller's Office for the purpose of this analysis was the current contractor's charge for providing janitorial services for FY 1995-96.
 3. Mr. Haslam advises that the City's current contract for janitorial services at 25 Van Ness Avenue is a two-year

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contract with Ward Building Maintenance which expires August 31, 1996. Mr. Haslam adds that the City is expected to continue its contract with Ward Building Maintenance. Ward Building Maintenance is a certified MBE.

4. Mr. Haslam reports that the building at 25 Van Ness Avenue is approximately two thirds occupied by City offices and one third occupied by private sector tenants. The City offices include the Arts Commission, Commission on Aging, Commission on the Status of Women, Human Rights Commission, Department of Public Health's AIDS Office, Department of Parking and Traffic, Public Guardian, Real Estate Department, Rent Arbitration Board, Sheriff's Investigative Services Division, Unreinforced Masonry Building (UMB) Seismic Safety Task Force, Mayor's Youth Forum and Tax Collector's Business Tax Office.

5. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

Recommendation: Approve the proposed resolution.

900-2: Charter 8,300-1 (Proposition J) QuestionnaireCharter 8,300-1 (Proposition J) QuestionnaireDepartment Real Estate For time Period 7/1/95 - 6/30/96Contract Services Janitorial

- 1) Who performed services prior to contracting out?

Not applicable. City purchased .25 Van Ness in November 1991. A private contractor provided janitorial services.

- 2) Number of City employees laid off as a result of contracting out?

None.

- 3) If the employees were not laid off as a result of contracting out, what happened to them?

N/A

- 4) What percent of a City employee's time is spent on services to be contracted out?

None

- 5) How long have the services been contracted out?

3 1/2 yrs.

- 6) Will contract services meet goals of MBE/WBE Ordinance?

Yes

Robert E. Haslam
Department Representative
Robert E. Haslam

Telephone: 554-9873

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Item 8 - File 25-95-5

Department: Real Estate Department

Item: Resolution concurring with the Controller's certification that security services for 25 Van Ness Avenue can be practically performed by a private contractor for lower cost than similar work services performed by City and County employees.

Services to be Performed: Security Guard Services

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for security guard services at the 25 Van Ness office building would result in the following estimated savings for FY 1995-96:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City-Operated Service Costs</u>		
Salaries	\$117,473	\$138,685
Fringe Benefits	<u>39,015</u>	<u>42,827</u>
Total	\$156,488	\$181,512
<u>Contractual Services Cost</u>	<u>90,666</u>	<u>90,666</u>
<u>Estimated Savings</u>	\$ 65,822	\$ 90,846

Comments: 1. The security guard services at 25 Van Ness Avenue have been contracted out, continuously, since 1991 as allowed under Section 8.300-1 of the Charter of the City and County of San Francisco.

2. The current two-year contract, which expires on September 30, 1996, is with McCoy's Patrol Service, an MBE firm. According to Mr. Steve Alms of the Real Estate Department, McCoy's Patrol Service was one of four bidders for the contract that began on October 1, 1994. Mr. Alms indicates that McCoy's Patrol Service does not provide health care benefits for their employees.

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3. The Contractual Services Cost used for the purpose of this analysis is the current contractor's estimated cost for security services for Fiscal Year 1995-96.
4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.
5. Mr. Alms reports that the building at 25 Van Ness Avenue is approximately two thirds occupied by City offices and one third occupied by private sector tenants. The City offices include the Arts Commission, Commission on Aging, Commission on the Status of Women, Human Rights Commission, Department of Public Health's AIDS Office, Department of Parking and Traffic, Public Guardian, Real Estate Department, Rent Arbitration Board, Sheriff's Investigative Services Division, Unreinforced Masonry Building (UMB) Seismic Safety Task Force, Mayor's Youth Forum and Tax Collector's Business Tax Office.

Recommendation: Approve the proposed resolution

900-2: Charter 8.300-1 (Proposition J) QuestionnaireCharter 8.300-1 (Proposition J) QuestionnaireDepartment Real EstateFor time Period 10/1/94-9/30/96Contract Services Security

- 1) Who performed services prior to contracting out?

Not applicable. City purchased 25 Van Ness in November 1991. A private contractor provided security services.

- 2) Number of City employees laid off as a result of contracting out?

None

- 3) If the employees were not laid off as a result of contracting out, what happened to them?

N/A

- 4) What percent of a City employee's time is spent on services to be contracted out?

None

- 5) How long have the services been contracted out?

3-1/2 years

- 6) Will contract services meet goals of MBE/WBE Ordinance?

Yes

N. C. C.
Department Representative
Steve Allen

Telephone: (415) 554-9865

Item 9 - File 65-95-3

Departments: Port Commission
San Francisco Redevelopment Agency (SFRA)

Item: Ordinance approving the second amendment to the Option to Lease Real Property and the first amendment to leases between the Port of San Francisco and the San Francisco Redevelopment Agency for properties in the South Beach Redevelopment Area.

Description: Section 3.581 of the Charter authorizes the Port Commission to enter into leases and franchises for the operation of property within the jurisdiction of the Port Commission. Section 7.401-1 of the Charter authorizes the Board of Supervisors to review and approve by ordinance the modification and amendment of a lease entered into by a department, board or commission for a period of time in excess of ten years or having anticipated revenue to the City of \$1 million or more.

In September of 1984, the Board of Supervisors approved the Option to Lease Real Property agreement (the "option agreement") between the Port and the Redevelopment Agency, which authorized the Agency to exercise options to lease real property from the Port. This agreement permits the Agency to enter into separate leases for property owned by the Port for the purpose of rehabilitating portions of the Rincon Point-South Beach Redevelopment Area. This rehabilitation project provides for the re-routing and improvement of the Embarcadero, the development of the Rincon Point Waterfront Park, the construction of housing units, the improvement of Pier 40 and other projects.

Since 1984, the Redevelopment Agency has entered into five leases for Port-owned property in the Rincon Point-South Beach Redevelopment Area, including two leases (L-11183 and L-11595) for property on Pier 40 known as Parcel N-1. At the time that these two leases were signed, Parcel N-1 was occupied by Service Engineering, Inc., a ship repair company. Under the original option agreement, the Agency had agreed to pay any costs associated with relocating the existing ship repair tenant to another location ("relocation cost") and providing the necessary improvements to Pier 36 in order to allow Service Engineering, Inc. to relocate to Pier 36 ("replacement cost").

Over the next few years, the Agency performed certain repairs to Pier 36 and paid for Service Engineering's

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relocation to Pier 36, at a total cost of \$821,944 to the Agency. In accordance with the lease agreements between the Port and the Agency for Parcel N-1, the Agency was permitted to deduct from its rent due to the Port a credit roughly equivalent to the relocation and replacement cost.

Since 1988, several circumstances have changed, including Service Engineering's voluntary decision to move without seeking a replacement facility, delays in planning, and changes in various land use restrictions. Recently, the Port and the Agency agreed that the purposes of certain portions of the option and lease agreements had been frustrated and negotiated the amendments to those agreements which are the subject of the proposed ordinance and which are described below:

- Section 3 (k) of the option agreement currently contains ambiguous language, with respect to cost-of-living adjustments. The proposed ordinance would amend Section 3 (k) to assert that cost-of-living adjustments should reflect changes in the relevant index from the date the option agreement was executed (September of 1989), rather than from the date on which the Agency takes possession of each individual parcel. According to the Port, this amendment would result in an additional payment of \$77,638 by the Agency to the Port for CPI adjustments, retroactive to September, 1989.
- References to (a) the Agency's obligations to pay relocation and replacement costs for the ship repair facility previously located on Pier 40 and (b) the ability of the Agency to deduct from its rent a credit roughly equivalent to the relocation and replacement cost would be deleted from the option agreement and the leases for Parcel N-1.

As a result of these changes, the Agency has agreed to reimburse the Port over four years for rent credits that the Agency received under the leases for Parcel N-1, plus interest, for a total payment of \$929,383 to the Port. In addition, the Agency will pay all rent due since July 1, 1994 on the two leases for Parcel N-1 without interest, amounting to an additional \$177,643. Total payments by the Redevelopment Agency to the Port, including the \$77,638 for CPI adjustments noted above, would therefore equal \$1,184,664 (\$929,383 plus \$177,643 plus \$77,638).

Comments:

1. The Redevelopment Agency reports that the source of funds for the various payments that would be made by the

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Agency to the Port, which total \$1,184,664, would be property tax increment funds. According to Mr. Michael Kaplan of the Redevelopment Agency, these funds would have been used to make further improvements to Pier 36, which will no longer be made since the proposed changes to the option agreement and to the leases for Parcel N-1 would no longer require the Agency to perform such improvements.

2. The proposed amendments to the option agreement and the leases for Parcel N-1 were approved by the Port Commission on December 19, 1994 and by the Redevelopment Agency on December 20, 1994.

Recommendation: Approve the proposed ordinance.

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Item 10 - File 97-95-23

- Department:** Medical Examiner - Coroner
- Item:** Ordinance amending Part II, Chapter V of the San Francisco Municipal Code by repealing Section 210, and amending the San Francisco Administrative Code by adding Section 6.62 to authorize the Medical Examiner-Coroner to dispose of the indigent dead by burial or cremation.
- Description:** Currently, the San Francisco Municipal Code, Section 210, authorizes the Department of Public Health (DPH) to contract for services for the disposal of the indigent dead. The indigent dead are those deceased persons whose survivors are not financially able to take responsibility for the disposal of their remains. However, California State law assigns responsibility for the disposal of the indigent dead to the Medical Examiner-Coroner.
- In July of 1992, the Medical Examiner-Coroner assumed the responsibility of disposing of the indigent dead from the DPH and currently does so using Medical Examiner-Coroner resources. The proposed ordinance would repeal one Section of the City's Municipal Code, and add one Section to the City's Administrative Code to make these Sections conform with California State law and reflect current City practice.
- Comments:**
1. Mr. Herb Hawley of the Medical Examiner-Coroner advises that thus far in FY 1994-95, the City has incurred an annual cost of \$30,000 to dispose of the indigent dead. Mr. Hawley reports that of an estimated total of 280-300 indigent dead to be disposed of in FY 1994-95, a total of 50, including infants of Catholic faith and veterans, will be buried and the remaining 230-250 will be cremated.
 2. Mr. Hawley further advises that the \$30,000 cost to the City thus far in FY 1994-95 is \$90,000 less than the prior \$120,000 annual cost to DPH of contracting out services for the disposal of the indigent dead, primarily due to increased efforts by the Medical Examiner-Coroner to identify survivors of the deceased.
- Recommendation:** Approve the proposed ordinance.

Items 11 and 12 - Files 106-95-3 and 106-95-4

Department: Superior Court

Item: Item 11, File 106-95-3 - Ordinance setting schedules of compensation and other economic benefits for certain classifications of persons employed by the Superior Court for the City and County of San Francisco for the period from January 1, 1995 through June 30, 1995.

Item 12, File 106-95-4 - Ordinance setting schedules of compensation and other economic benefits for certain classifications of persons employed by the Superior Court for the City and County of San Francisco for FY 1995-96.

Description: The proposed ordinances would fix compensation for four classifications of persons employed by the Superior Court, for the period from January 1, 1995 through June 30, 1995 (File 106-95-3) and for FY 1995-96 (File 106-95-4). The proposed ordinance, which relates to employees who are not represented by an employee organization, would be adopted pursuant to California Government Code Section 69900, and would establish conditions of employment and the methods of payment. The proposed ordinance also includes changes in benefits, as described below, which would be applied retroactively starting January 1, 1995 for dependent health care pickup, and starting February 25, 1995 for retirement pickup.

The Superior Court employees covered by the proposed ordinances are:

<u>Classification</u>	<u>Current No. of Positions</u>
648 Court Investigator	4
655 Family Court Svcs. Counselor	6
649 Probate Examiner	3
678 Executive Secretary	2
Total	15

Superior Court compensation schedules have historically been set as part of the Annual Salary Ordinance for the City and County of San Francisco. However, voter approval of Proposition F in November of 1994 has led to collective bargaining agreements covering most City employees. The proposed ordinance would cover certain unrepresented classifications in the Superior Court, whose classifications are similar to represented City classifications for whom collective bargaining agreements have been reached.

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The major fiscal provisions included under these ordinances are as follows:

Wage Increases

The wages of all employees covered by these ordinances would be increased as follows:

<u>Fiscal Year</u>	<u>Percentage Increase</u>	<u>Effective Date</u>
1994-95	1.0%	January 1, 1995
1995-96	an additional 1.0%	July 1, 1995
1995-96	an additional 1.0%	January 1, 1996

Dependent Health Care Insurance Premium Pickup

The City would pick up a portion of the employees' monthly payments for health care insurance coverage for their dependents, as follows:

<u>Fiscal Year</u>	<u>Pickup Amount</u>	<u>Effective Date</u>
1994-95	\$75/month	January 1, 1995
1995-96	an additional \$75/month	July 1, 1995

Retirement Pickup

Superior Court employees covered by these ordinances currently contribute a percentage of their wages through payroll deduction towards their retirement pensions. The proposed ordinances would require the City to retroactively pay (pick up) portions of the employee's contributions as follows:

<u>Period</u>	<u>Percent of Employee Contribution Pickup</u>
February 25, 1995 through June 30, 1995	3.0%
July 1, 1995 through December 29, 1995	4.0%
December 30, 1995 through June 30, 1996	5.5%

This retirement pickup increase applies specifically to full rate members of the San Francisco Employee Retirement System (SFERS). Under the proposed ordinance, members who have opted to join reduced rate retirement plans would receive the cash equivalent of the pickup.

Recommended Continuance of Proposed FY 1995-96 Ordinance (File 106-95-4)

The Superior Court and the Controller jointly recommend that Item 12, File 106-95-4 be continued at this time. Ms. Kate Harrison of the Superior Court states that this request

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is being made because other ordinances effecting compensation of unrepresented Superior Court employees during FY 1995-96 are unavailable at this time, and should be presented to the Board of Supervisors simultaneously. The Budget Analyst concurs with this recommendation.

Estimate Cost of FY 1994-95 Salary and Benefits Increases

In summary, the increased annual costs to the City for the FY 1994-95 provisions noted above, as estimated by the Controller's Office, are as follows:

<u>Provision</u>	<u>Fiscal Year 1994-95 Cost</u>	<u>Ongoing Annual Cost</u>
Salary Increase	\$4,212	\$8,425
Dependent Health Pickup	4,200	7,200
Retirement Pickup	<u>8,425</u>	<u>25,275</u>
Total Cost	\$16,837	\$40,900

The Controller has not prepared cost estimates related to the specific salary and benefits increases that would take effect during FY 1995-96 (File 106-95-4) because, as noted above, the Superior Court and the Controller recommend that these be handled at a later date when all unrepresented Superior Court positions can be presented simultaneously.

Comments:

1. Ms. Kate Harrison of the Superior Court advises that the proposed ordinance has been approved by a majority of the judges of the Superior Court. California Government Code Section 69900 states that, "Rates of compensation of all officers and assistants and other employees may be altered by joint action and approval of the Board of Supervisors and a majority of the judges of the court."

2. Assistant City Attorney David Greenburg states that the financial and non-financial terms of the proposed ordinance were modeled after the City's Memorandum of Understanding (MOU) with Service Employees International Union (SEIU) Locals 250, 535 and 790, which was ratified by the Board of Supervisors following binding arbitration in October of 1994.

Ms. Harrison states that the Superior Court has historically granted the unrepresented employees covered by this ordinance comparable salary and benefits adjustments to those received by comparable City classifications represented by SEIU Local 535.

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4. Approval of the proposed ordinance would retroactively increase salary and benefits, according to the schedules shown above.

5. Ms. Harrison states that, although terms of employment such as overtime policies, holidays, and reimbursement of expenses have not previously been specified by ordinance for these classifications, the terms provided in this proposed ordinance reflect no change from current Superior Court practice, as reflected in the City's Annual Salary Ordinance and/or the internal rules of the Superior Court.

7. The Budget Analyst concurs with the Controller's estimates of the increased salaries and benefits costs identified in the proposed ordinance.

Recommendation:

1. Continue the proposed ordinance (File 106-95-4) to the Call of the Chair, until such time as other ordinances covering compensation for all unrepresented Superior Court employees for FY 1995-96 can be submitted.

2. Approval of the proposed ordinance (File 106-95-3) is a policy matter for the Board of Supervisors.

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Item 13 - File 106-95-5

Department: Municipal Court

Item: Ordinance setting schedules of compensation and other economic benefits for persons employed by the Municipal Court for the City and County of San Francisco for FY 1994-95.

Description: The proposed ordinance would fix compensation for most persons employed by the Municipal Court, for the period from January 1, 1995 through June 30, 1995. The proposed ordinance, which relates to employees who are not represented by an employee organization, would be adopted pursuant to California Government Code Section 74504.5, and would establish conditions of employment and the methods of payment. The proposed ordinance also includes changes in benefits, as described below, which would be applied retroactively starting November 1, 1994 for dependent health care pickup, and starting July 1, 1994 for retirement pickup.

The Municipal Court employees covered by the proposed ordinance include all Municipal Court employees except Judges, the Bail Commissioner, Court Reporters and Court Commissioners, whose compensation is set by the State legislature. However, the Bail Commissioner, Court Reporters and Court Commissioners would receive the benefits increases (as opposed to salary increases) included in the proposed ordinance. A total of 109.5 FTE positions in the Municipal Court would receive the proposed salary increase, and a total of 133.5 FTE positions would receive the proposed benefits increases.

Municipal Court compensation schedules have historically been set as part of the Annual Salary Ordinance for the City and County of San Francisco. However, voter approval of Proposition F in November of 1994 has led to collective bargaining agreements covering most City employees. Municipal Court employees are not represented through collective bargaining, so the Municipal Court is proposing FY 1994-95 compensation schedules in the form of a separate ordinance.

The major fiscal provisions included under this ordinance are as follows:

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
May 9, 1995 Government Efficiency and Labor Committee Meeting

Wage Increases

The wages of all employees covered by this ordinance would be increased by 1 percent effective January 1, 1995.

Dependent Health Care Insurance Premium Pickup

The City would pick up \$75 per month of the employees' monthly payments for health care insurance coverage for their dependents, retroactive to November 1, 1994.

Retirement Pickup

Municipal Court employees covered by this ordinance currently contribute 7.5 percent of their wages through payroll deduction towards their retirement pensions. The proposed ordinances would require the City to retroactively pay (pick up) portions of the employee's contributions as follows:

<u>Period</u>	<u>Percent of Employee Contribution Pickup</u>
July 1, 1994 through February 24, 1995	1.5%
February 25, 1995 through June 30, 1995	3.0%

In summary, the increased annual costs to the City for the provisions noted above, as estimated by the Controller's Office, are as follows:

<u>Provision</u>	<u>FY 1994-95 Cost</u>	<u>Projected Ongoing Annual Cost</u>
Salary Increase	\$43,512	\$87,024
Dependent Health Pickup	57,488	98,550
Retirement Pickup	<u>174,049</u>	<u>261,073</u>
Total Cost	\$275,049	\$446,647

Comments:

1. Mr. Gordon Park-Li of the Municipal Court advises that the proposed ordinance has been approved by a majority of the judges of the Municipal Court. California Government Code Section 74504.5 states that "Rates of compensation of all court personnel provided by this article may be adjusted by joint action and approval of the Board of Supervisors and a majority of the judges of the court."

2. Assistant City Attorney David Greenburg states that the financial and non-financial terms of the proposed ordinance were modeled after the City's Memorandum of Understanding (MOU) with Service Employees International

BOARD OF SUPERVISORS
BUDGET ANALYST

Union (SEIU) Locals 250, 535 and 790, which was ratified by the Board of Supervisors following binding arbitration in October of 1994.

Mr. Park-Li states that the Municipal Court has historically granted its employees comparable salary and benefits adjustments to those received by the City classification of 1424 Clerk Typist, which is represented by the SEIU.

3. Mr. Park-Li advises that the Municipal Court will submit a proposed ordinance to the Board of Supervisors at a later date to cover specific compensation and benefits for FY 1995-96. Mr. Park-Li states that the Municipal Court Judges will vote on whether to propose increases similar to those covering the second year of the SEIU MOU for the employees covered by this ordinance during FY 1995-96. These include two additional one percent raises during FY 1995-96 and further increases in dependent health care insurance premium pickup and retirement pickup by the City.

4. The proposed ordinance would provide retroactive salary and benefits increases, as described above, to 12 Municipal Court management positions in 9 classifications, and benefits increases without salary adjustments to an additional 4 management positions in two classifications. Mr. Geoffrey Rothman of the Human Resources Department (HRD) states that no other managers employed by the City have received, or are expected to receive, salary or benefits increases for FY 1994-95, with the possible exception of the Police and Fire Chiefs. The estimated total cost of these salary and benefits increases for Municipal Court managers for FY 1994-95 would be \$30,018.

Mr. Park-Li advises that Municipal Court Judges have always, as a matter of policy, provided management and line staff with equivalent salary adjustments.

In the professional opinion of the Budget Analyst, it is inappropriate to benchmark management positions to the classification of a 1424 Clerk Typist, although this has been the historical practice of the Municipal Court. The Court's management positions should more appropriately be benchmarked to comparable positions represented by either the Municipal Executives Association (MEA) or other bargaining units representing professional workers. We recommend that the management positions be excluded from this ordinance, and submitted under separate ordinance at such time as the MEA MOU or other relevant MOUs have been finalized.

BOARD OF SUPERVISORS
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5. Approval of the proposed ordinance would retroactively increase salary and benefits, according to the schedules shown above.

6. Mr. Park-Li states that, although terms of employment such as overtime policies, holidays, and reimbursement of expenses have not previously been specified by ordinance for these classifications, the terms provided in this proposed ordinance reflect no change from current Municipal Court practice, as reflected in the City's Annual Salary Ordinance and/or the internal rules of the Municipal Court.

7. The Budget Analyst concurs with the Controller's estimates of the increased salaries and benefits costs identified in the proposed ordinance.

Recommendation: 1. Amend the proposed ordinance to exclude the following management classifications from the proposed ordinance, because it is inappropriate to benchmark managers to the 1424 Clerk Typist classification:

Classification
Clerk-Administrator
Bail Commissioner
Court Commissioner
Chief Deputy
Executive Assistant
Training Officer
Fiscal Officer
Calendar
Division Chief
Court Program Analyst Manager
Court Computer System Director

No other managers employed by the City have received, or are expected to receive, salary or benefits increases for FY 1994-95, with the possible exception of the Police and Fire Chiefs.

2. Approval of the proposed ordinance, as amended, is a policy matter for the Board of Supervisors.

Item 14 - File 103-95-2

- Department:** Department of Human Resources (DHR)
Civil Service Commission
- Item:** Ordinance adjusting and fixing the schedules of compensation, effective July 1, 1995, to be paid under the provisions of Charter Section 8.403, for acute care nurses (classifications - 2320 Registered Nurse, 2323 Clinical Nurse Specialist, 2330 Anesthetist, 2340 Operating Room Nurse, 2830 Public Health Nurse, 2328 Nurse Practitioner and P103 Special Nurse), and continuing by reference the incorporation of a Memorandum of Understanding (MOU) between the City and County of San Francisco and SEIU Local 790 (Staff Nurses), which established conditions and benefits of employment other than wages for said classifications.
- Description:** Charter Section 8.403 requires the Civil Service Commission to certify to the Board of Supervisors the highest prevailing salary schedule, based on collective bargaining, for acute care nurses in effect on April 15 in the public and private sectors in the Counties of Alameda, Contra Costa, Marin, San Mateo, San Francisco, and Santa Clara. The salaries paid to such nurses by San Francisco may not exceed this maximum salary level.
- Based on the results of the Civil Service Commission's survey, the highest prevailing maximum salary for the acute care nurse classification (Staff Nurse III), on April 15, 1995, granted by collective bargaining, was \$31.47 per hour, at Stanford University Hospital.
- Based on the certification of the highest prevailing maximum salary, Section 8.403 of the Charter requires that the Board of Supervisors fix a salary schedule by June 1 for the acute care nurse classifications. Section 8.403 also permits the Board of Supervisors to provide additional conditions and benefits of employment, including health and dental benefits. However, in accordance with Section 8.403 of the City's Charter, the Board of Supervisors may not provide additional conditions and benefits which exceed the dollar value of the combined salaries and benefits paid to the nurses at Stanford University Hospital.
- Comments:** 1. The City has entered into an MOU with SEIU Local 790 for the two-year period May 1, 1994 through April 30, 1996. Under the terms of this MOU, the proposed 1995-96 maximum hourly salary rate for acute care nurses is \$28.96, which is \$0.57 or two percent more than the current 1994-95

hourly rate of \$28.39. The \$28.39 currently paid by the City is \$3.08 or 9.7 percent less than the highest prevailing maximum hourly salary rate of \$31.47 paid at Stanford University Hospital.

2. The Civil Service Commission report, which certifies as to the highest prevailing maximum salary schedule, also compares the City's benefits to the benefits provided to Stanford University Hospital nurses. These benefits include health, dental and paid time off (i. e., vacation, sick leave and holidays). According to the Civil Service Commission's report, the current maximum salary and benefits provided to Stanford University's nurses exceeds the City's current maximum salary and benefits by approximately \$0.84 per hour, because San Francisco's benefits are superior to Stanford University's benefits for nurses.

3. Although the maximum salary rate of \$31.47 paid by Stanford University Hospital is \$3.08 per hour higher than the City's current maximum rate of \$28.39 per hour, the Civil Service report notes that the Stanford University Hospital contract requires 20 years of employment for nurses to reach that \$31.47 maximum rate. In contrast, nurses employed by the City reach the City's maximum rate in five and one-half years. As a result, many of the City's nurses with less seniority are actually paid at higher salary rates than at Stanford University Hospital (see attachment).

4. The Controller's Office previously reported that the additional costs to the City for the fiscal provisions of the MOU between the City and SEIU Local 790, are as follows:

	FY 1994-95	FY 1995-96
Wage Increase	\$ 0	\$1,794,082
Retirement Costs	354,730	1,447,298
Dental Insurance	<u>431,631</u>	<u>0</u> *
Total	\$786,361	\$3,241,380

* The zero costs estimate for FY 1995-96 assumes no increase in dental insurance rates.

5. The Board of Supervisors previously approved these salary and benefits increases for the City's nurses in the MOU between the City and SEIU Local 790 (File 103-95-1).

Recommendation: Approve the proposed ordinance.

BOARD OF SUPERVISORS
BUDGET ANALYST

CITY AND COUNTY OF SAN FRANCISCO / STANFORD UNIVERSITY HOSPITAL
REGISTERED NURSE RATES OF PAY - EFFECTIVE APRIL 15, 1995

	1	2	3	4	5	6	7	8	9
SAN FRANCISCO	\$24.28	\$25.11	\$25.94	\$26.75	\$27.57	\$28.39			
Years of Service	----	0.5	1.5	2.5	3.5	5.5			

	1	2	3	4	5	6	7	8	9
STANFORD	23.44	24.39	25.37	26.38	27.43	28.52	29.67	30.85	31.47
Years of Service	----	0.5	1.5	2.5	3.5	4.5	5.5	7.5	20

RN.WK3

Attachment

Item 15 - File 215-95-1

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of February 28, 1995.

Department: Board of Supervisors

Item: Resolution authorizing the issuance of a permit to Food Not Bombs pursuant to the Administrative Code Section 2.74 for Food Not Bombs to conduct Feeding Services on the Hyde Street side of the United Nations Plaza on Tuesdays and Thursdays between 11:00 a.m. and 2:00 p.m.

Description: Food Not Bombs, a non-profit organization, that serves free food to homeless individuals in San Francisco has requested a permit from the Board of Supervisors to serve food on the Hyde Street side of the United Nations Plaza on Tuesdays and Thursdays between 11:00 a.m. and 2:00 p.m. Section 2.74 of the City's Administrative Code authorizes the Board of Supervisors to issue a permit to use a specific site for activities other than "activities which are recreational in nature or which are engaged in primarily for the purpose of espousing or advocating causes or ideas which activities are generally recognized as protected by the First Amendment to the U.S. Constitution." Previously, the Board of Supervisors issued a permit to the San Francisco Peninsula Baptist Association to conduct a feeding ministry in the United Nations Plaza.

In order to serve food, Food Not Bombs must (1) obtain a permit from the Board of Supervisors to use the United Nations Plaza as a site to serve food, and then (2) obtain a Permit to Operate from the Department of Public Health (DPH) to permit Food Not Bombs to serve food at the United Nations Plaza. Each permit to use a site, and each Permit to Operate are site specific and may not be transferred to another site. In September of 1989, and March of 1990, Food Not Bombs was issued a Permit to Operate by DPH, allowing them to serve food at the Civic Center Plaza and at the corner of Stanyan Street and Page Street in Golden Gate Park, two sites approved through a permit from the Recreation and Park Commission on January 18, 1990. These site permits were approved by the Recreation and Park Commission, and not by the Board of Supervisors because both of these sites are under the jurisdiction of the Recreation and Park Department. Mr. Johnson Ojo of the Department of Public Health, advises that the two Permits to Operate, obtained in September of 1989, and March of 1990, were suspended on August 10, 1990 because (1) Food Not


BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
May 9, 1995 Government Efficiency and Labor Committee Meeting

Bombs had been found out of compliance for not maintaining required food storage temperatures, (2) Food Not Bombs had been found out of compliance for proper food storage procedures, and (3) Food Not Bombs had refused to allow City Health Inspectors to inspect the Food Not Bombs food serving operation on several occasions. Mr. Ojo advises that each of these actions constituted a direct violation of the State and San Francisco Health Codes. In addition, the related two site permits issued by the Recreation and Park Department, allowing Food Not Bombs to use Civic Center Plaza and the corner of Stanyan Street and Page Street to serve food, were revoked on July 19, 1990. Therefore, Mr. Ojo advises that Food Not Bombs does not have any current Permits to Operate, or current permits to use specific sites for serving food.

Mr. Ojo states that for Food Not Bombs to obtain a current Permit to Operate from DPH for the United Nations Plaza site, Food Not Bombs must (1) submit proof to DPH of a permit authorized by the Board of Supervisors to use the United Nations Plaza as a site to serve food, and (2) submit proof to DPH that they can comply with the State and San Francisco Health Code regulations for serving food.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.


for Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Ammiano
Supervisor Teng
President Shelley
Supervisor Kaufman
Supervisor Migden
Supervisor Alioto
Supervisor Bierman
Supervisor Hsieh
Supervisor Kennedy
Supervisor Leal
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

BOARD OF SUPERVISORS
BUDGET ANALYST

REVISED

DOCUMENTS DEPT.

Item 13 - File 106-95-5

MAY 09 1995

Department: Municipal Court

SAN FRANCISCO
PUBLIC LIBRARY

Item: Ordinance setting schedules of compensation and other economic benefits for persons employed by the Municipal Court for the City and County of San Francisco for FY 1994-95.

Description: The proposed ordinance would fix compensation for most persons employed by the Municipal Court, for the period from January 1, 1995 through June 30, 1995. The proposed ordinance, which relates to employees who are not represented by an employee organization, would be adopted pursuant to California Government Code Section 74504.5, and would establish conditions of employment and the methods of payment. The proposed ordinance also includes changes in benefits, as described below, which would be applied retroactively starting November 1, 1994 for dependent health care pickup, and starting July 1, 1994 for retirement pickup.

The Municipal Court employees covered by the proposed ordinance include all Municipal Court employees except Judges, the Bail Commissioner, Court Reporters and Court Commissioners, whose compensation is set by the State legislature. However, the Bail Commissioner, Court Reporters and Court Commissioners would receive the benefits increases (as opposed to salary increases) included in the proposed ordinance. A total of 183.5 FTE positions in the Municipal Court would receive the proposed salary increase, and a total of 207.5 FTE positions would receive the proposed benefits increases.

Municipal Court compensation schedules have historically been set as part of the Annual Salary Ordinance for the City and County of San Francisco. However, voter approval of Proposition F in November of 1994 has led to collective bargaining agreements covering most City employees. Municipal Court employees are not represented through collective bargaining, so the Municipal Court is proposing FY 1994-95 compensation schedules in the form of a separate ordinance.

The major fiscal provisions included under this ordinance are as follows:

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
May 9, 1995 Government Efficiency and Labor Committee Meeting

Wage Increases

The wages of all employees covered by this ordinance would be increased by 1 percent effective January 1, 1995.

Dependent Health Care Insurance Premium Pickup

The City would pick up \$75 per month of the employees' monthly payments for health care insurance coverage for their dependents, retroactive to November 1, 1994.

Retirement Pickup

Municipal Court employees covered by this ordinance currently contribute 7.5 percent of their wages through payroll deduction towards their retirement pensions. The proposed ordinances would require the City to retroactively pay (pick up) portions of the employee's contributions as follows:

<u>Period</u>	<u>Percent of Employee Contribution Pickup</u>
July 1, 1994 through February 24, 1995	1.5%
February 25, 1995 through June 30, 1995	3.0%

In summary, the increased annual costs to the City for the provisions noted above, as estimated by the Controller's Office, are as follows:

<u>Provision</u>	<u>FY 1994-95 Cost</u>	<u>Projected Ongoing Annual Cost</u>
Salary Increase	\$43,512	\$87,024
Dependent Health Pickup	57,488	98,550
Retirement Pickup	<u>174,049</u>	<u>261,073</u>
Total Cost	\$275,049	\$446,647

Comments:

1. Mr. Gordon Park-Li of the Municipal Court advises that the proposed ordinance has been approved by a majority of the judges of the Municipal Court. California Government Code Section 74504.5 states that "Rates of compensation of all court personnel provided by this article may be adjusted by joint action and approval of the Board of Supervisors and a majority of the judges of the court."

2. Assistant City Attorney David Greenburg states that the financial and non-financial terms of the proposed ordinance were modeled after the City's Memorandum of Understanding (MOU) with Service Employees International

BOARD OF SUPERVISORS
BUDGET ANALYST

CALENDAR

REGULAR MEETING GOVERNMENT EFFICIENCY AND LABOR COMMITTEE BOARD OF SUPERVISORS CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, MAY 9, 1995 – 1:00 P.M.

Veterans Building
401 Van Ness Ave., Room 410

PRESENT: Supervisors Terence Hallinan, Tom Ammiano, Mabel Teng

ABSENT: Supervisor Teng – Items 5 and 16, and vote on Item 15

CLERK: Gail Johnson

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine, and will be acted upon by a single roll call vote. There will be no separate discussion of these items unless a member of the Committee or the public so requests, in which event the matter shall be removed and considered as a separate item.
 - (a) File 133-95-3. [Disaster Relief Fund] Resolution authorizing the Chief Administrative Officer and other designated City and County officials to execute and file, on behalf of the City and County of San Francisco, Department of Public Works, an application for Federal and State financial assistance under the Robert T. Stafford Federal Disaster Relief and Emergency Assistance Act and the State Natural Disaster Assistance Act for funds as a result of the 1995 Late Winter Storms. (Chief Administrative Officer)
 - (b) File 147-95-2. [Federal Grant – Project Read] Resolution authorizing the City Librarian to apply for funds not to exceed \$28,140 available from the United States Department of Education for a Project Read Outreach Program; indirect costs of 5% are included in this grant. (Public Library)
 - (c) File 147-95-3. [Federal Grant – Project Read] Resolution authorizing the City Librarian to apply for funds not to exceed \$23,741 available from the United States Department of Education for a Project Read Student Support Program; indirect costs of 5% are included in this grant. (Public Library)
 - (d) File 147-95-4. [Federal Grant – Project Read] Resolution authorizing the City Librarian to apply for funds not to exceed \$27,211 available from the United States Department of Education for a Project Read Tutor Support Program; indirect costs of five percent are included in this grant. (Public Library)
 - (e) File 147-95-5. [Federal Grant – Compact Disc-Interactive Program] Resolution authorizing the Public Transportation Commission to apply for, accept and expend \$70,000 of National Research Council Transportation Research Board Funds, through its Transit-Idea Program, to develop a Compact Disc-Interactive (CD-I) Training Program to combat violence against Muni personnel, and waiving all indirect costs associated with the grant. (Municipal Railway)

- (f) File 150-95-2. [Grant - Federal Funds] Resolution authorizing the Recreation and Park Dept. to apply for a grant in the amount of \$50,000 from the Urban Park and Recreation Recovery Act for "Young Teens on the Move" Program. (Recreation and Park)

ACTION: Item (f) removed from the Consent Calendar. Remainder of Consent Calendar recommended.

- f. File 150-95-2. Hearing held. Consideration continued to May 23, 1995, meeting.

REGULAR CALENDAR

2. 172-95-17. [Transit Advertising Agreement] Resolution approving a three-year extension of transit advertising agreement between City and County of San Francisco, through its Public Transportation Commission, and Transportation Displays Incorporated. (Supervisor Shelley)

ACTION: Hearing held. Recommended.

3. File 97-95-13. [Major League Team Professional Athlete] Ordinance amending Administrative Code by adding Section 6.61 to require that all contracts, leases and other agreements by which the City permits City facilities to be used by professional, major league sports teams for more than one year include a provision that requires such teams to use major league quality athletes. (Supervisor Ammiano)

ACTION: Hearing held. Amended on page 2, line 16, by replacing "May" with "June". Recommended as amended. (Supervisor Teng Dissenting)

4. File 173-95-1. [Port Tunnel Project] Hearing to consider the decision by the Port Commission to not proceed with the pursuit of \$8 million in federal funds allocated for the purpose of accommodating double-stack trains and handling container traffic between the Port of San Francisco and the East Bay. (Supervisor Hallinan)
(Consideration continued from 4/25/95)

ACTION: Hearing held. Consideration continued to May 23, 1995, meeting.

5. File 57-95-2. [Neighborhood Recycling Centers] Resolution urging the retention of San Francisco's neighborhood recycling centers at their existing locations and calling upon the office of the Chief Administrative Officer and its Solid Waste Program, and Recreation and Park Commission to assist in the preservation of community recycling centers, and urging any entity promoting the displacement of said recycling centers to do everything in their power to retain a much needed service amid a dense urban environment. (Supervisors Hallinan, Bierman, Ammiano)

ACTION: Hearing held. Consideration continued to May 23, 1995, meeting.

6. File 25-95-3. [Prop J Contract, Security Services, 875 Stevenson] Resolution concurring with the Controller's certification that security services for 875 Stevenson Street can be practically performed by private contractor for lower cost than similar work services performed by City and County employees. (Real Estate Department)

ACTION: Hearing held. Consideration continued to May 23, 1995, meeting.

7. File 25-95-4. [Prop J Contract, Janitorial Services] Resolution concurring with the Controller's certification that janitorial services for 25 Van Ness Avenue can be practically performed by private contractor for lower cost than similar work services performed by City and County employees. (Real Estate Department)

ACTION: Consideration continued to May 23, 1995, meeting.

8. File 25-95-5. [Prop J Contract, Security Services, 25 Van Ness] Resolution concurring with the Controller's certification that security services for 25 Van Ness Avenue can be practically performed by private contractor for lower cost than similar work services performed by City and County employees. (Real Estate Department)

ACTION: Consideration continued to May 23, 1995, meeting.

9. File 65-95-3. [Lease Modification, Port/Redevelopment Agency] Ordinance approving Second Amendment to Option to Lease Real Property and First Amendment to leases between the Port of San Francisco and the San Francisco Redevelopment Agency for properties in the South Beach Redevelopment Area. (Port)

ACTION: Hearing held. Recommended.

10. File 97-95-23. [Disposition of Indigent Dead] Ordinance amending Health Code by repealing Section 210, and amending Administrative Code by adding Section 6.62 to authorize the Medical Examiner to dispose of the indigent dead by burial or cremation. (Chief Medical Examiner-Coroner)

ACTION: Hearing held. Recommended.

11. File 106-95-3. [Compensation, Superior Court, FY 1994-95] Ordinance setting schedules of compensation and other economic benefits for certain classifications of persons employed by the Superior Court for the City and County of San Francisco. (Municipal Court)

ACTION: Hearing held. Recommended.

12. File 106-95-4. [Compensation, Superior Court, FY 1995-96] Ordinance setting schedules of compensation and other economic benefits for certain classifications of persons employed by the Superior Court for the City and County of San Francisco. (Municipal Court)

ACTION: Hearing held. Consideration continued to the Call of the Chair.

13. File 106-95-5. [Compensation, Municipal Court, FY 1994-95] Ordinance setting schedules of compensation and other economic benefits for persons employed by the Municipal Court for the City and County of San Francisco. (Municipal Court)

ACTION: Hearing held. Amendment of the Whole prepared in Committee. Recommended as amended. New title: "Setting schedules of compensation and other economic benefits for certain classifications of persons employed by the Municipal Court for the City and County of San Francisco."

14. File 103-95-2. [1994-95 Nurses Salary Survey] Ordinance adjusting and fixing schedules of compensation effective July 1, 1995, to be paid under the provisions of Charter Section 8.403 to employees occupying classifications: 2320 Registered Nurse, 2323 Clinical Nurse Specialist, 2330 Anesthetist, 2340 Operating Room Nurse, 2830 Public Health Nurse, 2328 Nurse Practitioner, P103 Special Nurse, continuing by reference the incorporation of a Memorandum of Understanding between the City and County of San Francisco and SEIU Local 790 (Staff Nurses) which established conditions and benefits of employment other than wages for said classifications. (Civil Service Commission)

ACTION: Hearing held. Recommended.

15. File 215-95-1. [Permit, United Nations Plaza, Feeding Services] Resolution issuing permit to Food Not Bombs pursuant to Administrative Code Section 2.74 for Food Not Bombs to conduct feeding services on the Hyde Street side of United Nations Plaza on Tuesdays and Thursdays between 11:00 a.m. and 2:00 p.m. (Supervisors Hallinan, Bierman, Ammiano, Alioto)

ACTION: Hearing held. Recommended.

LITIGATION

The Government Efficiency and Labor Committee of the Board of Supervisors may meet in closed session under the provisions of Government Code Section 54956.9(a) to discuss proposed settlement of the lawsuit listed below, this lawsuit involving the City and County of San Francisco. This motion would be made on the basis that discussion in open session of this proposed settlement would prejudice the position of the City in this lawsuit.

16. File 45-95-15. [Settlement of Litigation, A. Woodruff, Jr.] Ordinance authorizing settlement of litigation of Alexander Woodruff, Jr. against the City and County of San Francisco by payment of \$399,267. (Superior Court No. 932-772) (City Attorney)

ACTION: Amended on lines 2 and 7 by replacing "\$399,267.00" with "\$405,224.00". Further amended on line 10 by replacing "\$195,267.00" with "\$201,224.00". Recommended as amended. New title: "Authorizing settlement of litigation of Alexander Woodruff, Jr. against the City and County of San Francisco by payment of \$405,224."

The Government Efficiency and Labor Committee of the Board of Supervisors may find that it is in the best interests of the City not to disclose any information revealed in its closed session deliberations in the proposed settlement listed above at this time and may move not to disclose any information at this time.

~~SPECIAL ORDER - 5:45 P.M.~~

- ~~17. File 176-95-7. [Policy for Retaining Garment Industry Jobs] Resolution urging the Mayor's Office to continue and expand its efforts to assist Lilli Ann workers to find a buyer for Lilli Ann Corporation, further stating the intention of the City and County of San Francisco to develop policies and plans for retaining jobs in the garment industry. (Supervisors Teng, Bierman, Hallinan, Ammiano)~~

~~ACTION:~~

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195

Due to last minute scheduling problems, the Chair has called a special meeting (to begin at 3:30 p.m.) to consider the item listed below. Therefore, this matter will be considered at 3:30 p.m. instead of as a Special Order at 5:45 p.m. on the regular meeting calendar, as originally scheduled.

CALENDAR Action Taken

SPECIAL MEETING
GOVERNMENT EFFICIENCY AND LABOR COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, MAY 9, 1995 - 3:30 P.M.

Veterans Building
401 Van Ness Ave., Room 410

PRESENT: Supervisors Terence Hallinan, Tom Ammiano, Mabel Teng
CLERK: Gail Johnson

1. File 176-95-7. [Policy for Retaining Garment Industry Jobs] Resolution urging the Mayor's Office to continue and expand its efforts to assist Lilli Ann workers to find a buyer for Lilli Ann Corporation; further stating the intention of the City and County of San Francisco to develop policies and plans for retaining jobs in the garment industry. (Supervisors Teng, Bierman, Hallinan, Ammiano)

ACTION: Hearing held. Recommended.

**BOARD OF SUPERVISORS****BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

May 19, 1995

TO: Government Efficiency and Labor Committee
FROM: Budget Analyst *Recommendation*
SUBJECT: May 23, 1995 Government Efficiency and Labor Committee Meeting

Item 1a - File 133-93-2.3

Department: Chief Administrative Officer (CAO),
Solid Waste Management Program

Item: Hearing considering the release of reserved funds in the amount of \$30,579 for the Chief Administrative Officer, Solid Waste Management Program to develop and implement a plan to increase recycling by the restaurant and food service sectors.

Amount: \$30,579

Source of Funds: Sanitary Fill Company

Description: The Board of Supervisors previously authorized the CAO to accept and expend \$2,847,921 in funds from the Sanitary Fill Company for the Solid Waste Management Program, placing \$195,000 on reserve pending the selection of consultants, the MBE/WBE status of the consultants and the contract cost details. Of the \$195,000 in reserved funds, the Board previously approved the release of a total of \$79,421 for graphic design services, a data list of businesses, and the development of software applications and a business waste reduction program.

DOCUMENTS DEPT.

MAY 23 1995

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PUBLIC LIBRARY

The CAO is now requesting that \$30,579 of the \$115,579 (\$195,000 less \$79,421) in remaining reserved funds be released to develop and implement a plan to increase recycling by the restaurant and food service sectors. The requested reserved funds would be used to review current data on restaurant and food service sector recycling, survey restaurant and food service owners to determine languages, areas and methods of contact; and develop written materials, media outreach and promotional activities based on this research.

The CAO's Office advises that it has selected O'Rorke Public Relations, a local WBE firm, through an RFP process. Mr. David Assmann of the CAO's Office reports that O'Rorke Public Relations was selected from among the six firms responding to the RFP because it best met the selection criteria. O'Rorke Public Relations would subcontract 69 percent of the work to four firms: Larry Green, a non-MBE/WBE firm which would perform conceptual development and some production work; Vinh Chung, an MBE firm which would perform some production work; PRL, a non-profit firm which would perform survey development; and an-as-yet undetermined MBE or WBE contractor for printing services (see Comment No. 2).

The requested release of reserved funds in the amount of \$30,579 would be expended as follows:

Prime Contractor - O'Rorke Public Relations (WBE)

<u>Component</u>	<u>Hours</u>	<u>Rate</u>	<u>Cost</u>
Plan Development	25	\$100	\$2,500
Conceptual Development	10	100	1,000
Survey Development	5	100	500
Program Implementation			
Principal	25.5	100	2,550
Account Exec.	26	75	1,950
Mailing and Distribution			<u>1,079</u>
Subtotal, Prime Contractor			\$9,579

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
May 23, 1995 Government Efficiency and Labor Committee Meeting

Subcontractors

<u>Component</u>	<u>Hours</u>	<u>Rate</u>	<u>Cost</u>
Conceptual Development			
Larry Green	40	\$100	\$4,000
Printing and Production			
Larry Green	5	100	500
Vinh Chung	8	65	520
Printing Services*			5,000
Survey Development			
PRI Executive	37.5	80	3,000
PRI Data			
Collectors	133	60	<u>7,980</u>
Subtotal, Subcontractors			\$21,000
Total			\$30,579

*The subcontractor for printing services has not yet been selected (see Comment No. 2).

Comments:

1. Mr. Terry Engle of the CAO's Office reports that the proposed release of reserved funds in the amount of \$30,579 would be used to fund part of a larger contract totaling \$155,000. Mr. Engle states that the remaining \$124,421 will be funded from the Solid Waste Management Program's FY 1994-95 budget previously approved by the Board of Supervisors.

2. Mr. Engle advises that the lowest bidder from a list of MBE/WBE firms certified by the Human Rights Commission would be selected as the subcontractor to perform the printing services.

Recommendation: Approve the proposed release of reserved funds in the amount of \$30,579 as requested.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 1b - File 68-94-10.2

Department: Mayor's Office of Housing (MOH)

Item: Resolution authorizing the release of funds previously placed on reserve for the Lead-Based Paint Hazard Reduction Program.

Amount: \$389,493

Source of Funds: U.S. Department of Housing and Urban Development (HUD)

Description: The Board of Supervisors previously authorized the Mayor's Office of Housing (MOH) to apply for, accept and expend a total amount not to exceed \$6,000,000 in grant monies from HUD (File 68-90-10) to fund a Lead-Based Paint Hazard Reduction Program.

The Lead-Based Paint Hazard Reduction Program has been funded to (1) inspect and rehabilitate low and moderate income private housing constructed prior to 1978 and (2) implement a Primary Prevention Program to educate parents as to what preventive measures can be taken to eliminate lead hazards to prevent poisoning to children. Other Program objectives include (1) expanding the City's certification programs for lead-based paint inspection, abatement and training. (2) research on safer, cost-effective methods of lead-based paint abatement and (3) developing information technology to enhance evaluation, improve clinical practices and build links with similar projects.

Of the potential \$6,000,000 maximum amount, \$2,101,820 was placed on reserve by the Board of Supervisors pending the MOH's selection of contractors, the MBE/WBE status of the contractors and the cost details. Of the \$2,101,820 placed on reserve, \$1,501,500 was designated for contracts with nonprofit agencies or community-based organizations (CBO's).

On April 11, 1995, the MOH requested a release of reserve funds in the amount of \$365,164 to fund contracts with various nonprofit agencies, leaving a total reserve balance of \$1,736,656. The MOH has now selected four nonprofit agencies and the City College of San Francisco as contractors to provide community education and worker training activities and is requesting the release of a total of \$389,493 for these contracts. The balance of \$1,347,163 will remain on reserve pending further requests for release.

Memo to Government Efficiency and Labor Committee
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Comments: The Attachment provided by the MOH contains the names of the nonprofit agencies, descriptions of the services to be provided and the allocations for each nonprofit agency.

Recommendation: Approve the proposed release of reserved funds in the requested amount of \$389,493.

ITEMS RESERVED FOR RELEASE BY GOVERNMENT EFFICIENCY & LABOR COMMITTEE (RESOLUTION # 745-94, FILE # 68-94-10)

2

ITEM: LEAD HAZARD REDUCTION/PRIMARY PREVENTION PROGRAM

FUNDS RESERVED		PROPOSED GRANTEE	PURPOSE	AMOUNT TO BE RELEASED	BALANCE ON RESERVE
Category	Amount				
Educational Institutions & Training	\$ 234,000	City College of San Francisco	Provide Interim Control training	\$ 127,350	\$ 106,650
Media Consultants	\$ 20,000	_____	_____	\$ - 0 -	\$ 20,000
Clearing-house Service Consultant	\$ 30,000	_____	_____	\$ - 0 -	\$ 30,000
Environmental Lead Testing	\$ 236,000	_____	_____	\$ - 0 -	\$ 236,000
Child Blood Testing	\$ 10,320	_____	_____	\$ - 0 -	\$ 10,320
CBO Contracts	\$1,136,336	Tenderloin Housing Clinic	Education & outreach activities in Tenderloin.	\$ 63,881	\$ 874,193
		St. Peter's Housing Committee	Education & Outreach in the Mission area.	\$ 50,000	
		Chinatown Resource Center	Education & Outreach in the Chinatown area	\$ 57,000	
		Wu Yee Children's Services	Education and curriculum to children & childcare providers.	\$ 91,262	
Data Collection Services	\$ 70,000	_____	_____	\$ - 0 -	\$ 70,000

Totals: \$1,736,656

\$ 334,493 \$1,347,163

3

The balance in the pool for the Interim Control and Abatement category is \$2,237,894.

Memo to Government Efficiency and Labor Committee
May 23, 1995 Government Efficiency and Labor Committee Meeting

Item 1c - File 68-95-6

Department: Mayor's Office of Children, Youth, and Their Families (MOCYF)

Item: Resolution authorizing the Mayor to apply for, accept and expend \$825,958 from the United States Department of Agriculture (USDA) to sponsor the Summer Food Service Program for needy children

Grant Amount: \$825,958

Grant Period: May 1, 1995 to May 1, 1996

Source of Funds: United States Department of Agriculture (USDA)

Project: Summer Food Service Program (SFSP)

Description: The proposed grant of \$825,958 is a continuation grant provided by the USDA to the Mayor's Office of Children, Youth, and Their Families (MOCYF) for the operation of the Summer Food Service Program (SFSP). The SFSP is a seasonal program operating during the months of June through August. The MOCYF will contract with the San Francisco Unified School District, which will prepare lunches and snacks for distribution to San Francisco youths 18 years of age and younger at program sites throughout San Francisco. Such programs include summer camps, church-operated programs, Recreation and Park programs and housing project programs. The 1995 Summer Food Service Program will operate from June 26, 1995 to August 25, 1995.

Budget: The MOCYF has provided the following budget for the Summer Food Service Program:

<u>Personnel</u>	<u>FTE</u>	<u>Total</u>
Program Coordinator (884 hrs @ \$13.50 per hour)	.43	\$11,934
Program Coordinator (884 hrs. @ \$12.50 per hour)	.43	11,050
Assistant Coordinator	.34	8,448
Program Monitor (10)	<u>.18</u>	<u>28,800</u>
Totals:	1.38	\$60,232*

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
May 23, 1995 Government Efficiency and Labor Committee Meeting

Food Purchase and Preparation Costs

Breakfasts	
(\$1.08 x 43,000)	\$ 46,440
Lunches	
(\$2.02 x 270,000)	545,400
Snacks	
(\$0.50 x 240,000)	120,000
Labor	
(176 hrs. x \$6/hr x 41 employees)	43,296
Garbage Bags	990
Soap/Sponges	214
Total Food Purchase and Preparation:	\$756,340**

Office Supplies

Business Cards	650
Photocopying	100
Miscellaneous Supplies	250
(binders, pens, folders)	
Total Office Supplies:	\$ 1,000

Transportation

39 weekly Fast Passes @ \$9 each	351
13 monthly Fast Passes x 2 months @ \$35 each	910
Total Transportation:	\$ 1,261

Telephone

6 telephones plus installation	1,000
Total Telephone:	\$ 1,000

Office Space Rental

5 months x \$1,000/month	5,000
Total Office Space Rental:	\$ 5,000***

Other

Postage	125
Outreach	500
Computer Rental	500
Total Other:	\$ 1,125

TOTAL GRANT BUDGET: \$825,958

*MOCYF reports that because the above FTE's are temporary positions, no fringe benefits are provided.

**The \$756,340 will be paid to the San Francisco Unified School District, which will purchase and prepare the food.

***Although the Summer Food Service Program only operates from June 26, 1995 to August 25, 1995 (two months), according to Mr. Edmund Wong of MOCYF, approximately three additional months of office space rental are needed in order to train personnel, process paperwork, and prepare and submit a performance report to the U.S.D.A.

Required Match: None

No. of Persons Served: Approximately 6,500 San Francisco youths

Indirect Costs: The USDA Summer Food Service Program grant does not allow for the provision of indirect costs.

Comments: 1. Mr. Edmund Wong of MOCYF advises that expenditures have been incurred against the proposed grant for the Summer Food Service Program. As such, the proposed resolution should be amended to provide for ratification of action previously taken.

2. The MOCYF is contracting with the San Francisco Unified School District to provide breakfasts, lunches, and snacks to San Francisco youths for the Summer Food Service Program. The total number of breakfasts, lunches and snacks add up to 553,000. The \$756,340 allocated for Food Purchase and Preparation Costs will be paid to the San Francisco Unified School District.

3. Attached is a copy of the Summary of Grant Request form, as provided by the MOCYF.

4. A copy of the Disabilities Access Checklist is on file with the Clerk of the Board.

Recommendations: 1. Amend the proposed resolution to provide for ratification of action previously taken.
2. Approve the proposed resolution, as amended.

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Mayor's Office of Children, Youth and Their Families

Contact Person: Edmund Wong Telephone: 554-8990

Project Title: Summer Food Service Program Administrator

Grant Source: United States Department of Agriculture (USDA)

Proposed (New / Continuation) Grant Project Summary:

The Summer Food Service Program (SFSP) is a seasonal program that operates in the summer months of June through August. Subcontracted by the United States Department of Agriculture (USDA), the SFSP services youth 18 years of age and under in the city of San Francisco. Youths are served a lunch and/or snack, and this year we are offering breakfast as well, at service sites throughout San Francisco. Sites include summer camps, summer youth programs, church-operated, S.F. Recreation and Park, and housing project programs. The 1995 Summer Food Service Program will operate from June 26 to August 25.

Amount of Grant Funding Applied for: \$825,458

Maximum Funding Amount Available: \$950,000

Required Matching Funds: NONE

Number of Positions Created and Funded: 54

Amount to be Spent on Contractual Services: \$756,340

Will Contractual Services be put out to Bid? No

Application Information Form

2

of Grant: One Year

Department Notified of Available funds: February 1, 1995

ation Due Date: May 26, 1995

Funding Guidelines and Options (from RFP, grant announcement or
riations legislation):

achment

Anthony Lincoln

Department Head Approval

Item 1d - File 133-95-5

- Department:** Chief Administrative Officer (CAO), Solid Waste Management Program
- Item:** Resolution authorizing the Chief Administrative Officer (CAO) to apply for up to \$15,000 in Environmental Education for Schools grant funding from the California Department of Education; waiving indirect costs.
- Grant Amount:** Up to \$15,000
- Grant Period:** Fiscal Year 1995-96
- Source of Funds:** California Department of Education
- Project:** Electronic database linking schools in the San Francisco Unified School District with the City's recycling program and with other sources of information on recycling, solid waste and the environment.
- Description:** The proposed resolution would authorize the CAO to apply for up to \$15,000 in grant funds from the California Board of Education. These funds would be used to develop access to computer databases of information on recycling, solid waste and the environment for the San Francisco Unified School District (SFUSD). Working with SFUSD, the CAO would develop a computer link between the schools and the City's recycling program, and establish a Web site on the Internet for this information. The Web site would be a computer file containing information and/or graphics, which can be accessed through modem by any other computer user. In addition, the CAO would purchase computer equipment and software, purchase existing educational software programs related to recycling, solid waste, and the environment, and/or train teachers in the use of the database and the Web site.
- Budget:** A budget for this project will be submitted to the Board of Supervisors when the grant funds are awarded and authorization to accept and expend the funds is requested.
- Required Match:** No cash match is required, however, the CAO's Recycling Program plans an in-kind match through printing and distribution of materials to educate the schools and the public regarding the Web site which may be established with these grant funds.
- Indirect Costs:** Waived, in accordance with grantor requirement
- Recommendation:** Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 1e - File 146-95-6

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health, Bureau of Environmental Health Management, to apply for, accept, and expend a grant of \$22,004 from the California Integrated Waste Management Board, for the Bureau of Environmental Health Management's solid waste facilities permitting and inspection program; waiving indirect cost.

Grant Amount: \$22,004

Grant Period: July 1, 1995 to June 30, 1996

Source of Funds: California Integrated Waste Management Board

Project: Solid waste facilities permitting and inspection program

Description: The proposed resolution would authorize the Bureau of Environmental Health Management to apply for, accept, and expend a grant of \$22,004 from the California Integrated Waste Management Board to support the City's solid waste facilities permitting and inspection program.

The Bureau of Environmental Health Management is certified by the State to issue permits for and inspect the operation of the City's solid waste facilities. The permitting and inspection program is funded in part from permit fees and in part from the General Fund. The proposed grant would be expended for a one-time purchase of computer equipment, software, materials and supplies, and for services, training, and baseline physicals needed by the Bureau of Environmental Health Management.

Budget:

Equipment; laptop computer and software	\$3,800
Materials and Supplies	9,404
Training and Services	<u>8,800</u>
Total	\$22,004

Required Match: None

Indirect Costs: The grantor does not permit inclusion of indirect costs in the proposed grant. As such, the proposed resolution waives indirect costs.

Comments:

1. According to Mr. Henry Louie of the Bureau of Environmental Health Management, the funds in this grant would be used to purchase equipment that would primarily be used by Bureau staff in their field inspections of solid waste facilities. The equipment includes a laptop computer, a video camera and 35 millimeter camera, and safety equipment and clothing. In addition, the Bureau proposes to purchase storage cabinets and supplies for office use. Attachment 1, provided by the Bureau, lists the computer equipment (\$3,800), and supplies (\$9,404) and the details of the amounts budgeted.
2. Mr. Louie reports that a portion of these grant funds will be used for staff training, and for baseline physicals for the staff, both of which are required by State regulations governing local permitting and inspection programs. Attachment 1, provided by the Bureau of Environmental Health Management, describes the training and physicals (\$8,800) which are to be conducted, and the cost details for these expenses.
3. Attachment 2 is a Summary of Grant Request form, as prepared by the Bureau of Environmental Health Management.
4. The Disability Access Checklist prepared by DPH is in the Clerk of the Board's file.

Recommendation: Approve the proposed resolution.

City and County of San Francisco

Department of Public Health



Memorandum

Date: May 18, 1995

To: Peg Stevenson, Board of Supervisors, Budget Analyst
From: Henry Louie, Department of Public Health, Bureau of Environmental Health
Management, Local Enforcement Agency Program

Re: 1995/1996 California Integrated Waste Management Board Local
Enforcement Agency Assistance Grant

Per your request, a detail proposal for the expenditure of the above referenced grant funds is provided herein. Additionally, a copy of the Bureau of Environmental Health ("Bureau"), Local Enforcement Agency's ("LEA" or "this office") staff training procedures is attached. This office adopted these training procedures per regulatory requirements as specified in the California Code of Regulations ("CCR"), Title 14, Section 18705 and CCR, Title 8, Section 1910. As the procedures indicate, staff training is to be provided on an ongoing basis.

Regarding LEA staff baseline physical examinations, physical exams are recommended for all employees who may be exposed to chemical and physical hazards during the performance of their assigned duties. Moreover, per my conversation with Ms. Jane Burgelin, Occupational Health Nurse, the Department of Public Health, Occupational Safety and Health Services, CCR, Title 22, requires public health employees who work with the public to obtain TB testing clearance. Additionally, per Ms. Burgelin, the San Francisco City Charter, Rule 15, requires the City to provide, for specified job classifications, physical exams so as to assess an employee's fitness for duty.

If you have any further concerns, please call me at 255-3616. If I cannot be reached, please call Mr. Tim Ong. Mr. Ong's number is 255-3614. On behalf of the LEA program, thank you for your efforts in facilitating this grant proposal.

Proposed 1995/96 Grant Budget

<u>Grant Amount</u>	\$22,004
1. Equipment purchase	
Computer and software	3,800
2. Material and Supplies	
Vidco camera	\$ 950
Cellular phone	300
Bookshelves, file and storage cabinets	3,100

1995/96 LEA Grant, May 18, 1995, Page 2 of 2

2. Material and Supplies (cont'd.)

Safety supplies, hardhats, etc.	1,500	
Other supplies; including 35mm camera	3,554	
<u>Subtotal</u>		<u>9,404</u>

3. Training and Services

Employee training; including travel, registration fees, etc.	\$ 2,500	
Printing and photocopying	4,400	
Cellular Phone Service	900	
Employee Baseline Physical Exams	1,000	
<u>Subtotal</u>		<u>8,800</u>

<u>Total</u>		<u>\$22,004</u>
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pc: T. Ong, LEA
B. Gale, Director, BEHM

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Section X - Staff Training Procedure
[reference: 14 CCR 18075 and 18077 (a)(11)]

It is the policy of the City and County of San Francisco to provide all LEA staff members with adequate and relevant training. The goals of this training are to ensure that LEA staff have the skills, knowledge and abilities to meet BEHS's obligation as specified in the Public Resource Code Division 30, 14 CCR Division 7 and local ordinances and resolutions relating to the management and oversight of the collection, handling, processing, storage and disposal of solid waste.

Training will be on an ongoing basis and, to the extent possible, will be coordinated with the California Integrated Waste Management Board and other LEA's. Per 14 CCR 18075 (a)(1 through 8), training will be provided in the following areas:

- Inspection techniques and scheduling;
- Preparation for hearing panel and court proceedings;
- Administration practices within a solid waste enforcement program;
- Monitoring equipment, data evaluation and interpretation of the results;
- Attendance at Board seminars and workshops; and
- Field staff health and safety training in the categories of:
 - a. planning for field inspections,
 - b. safety equipment,
 - c. on-site procedures,
 - d. decontamination and
 - e. hazard recognition and avoidance.

BEHS will provide training opportunities for LEA staff in the areas specified above through the following means:

1. Participation in Board sponsored workshops and seminars;
2. Networking and cross-training with Board staff;
3. Networking with other LEA's;
4. Networking with other local, state and federal agencies;
5. Membership and participation in professional organizations;
6. Enrolling in relevant university courses and certificate programs;
7. Attendance at waste-related trade shows, seminars and workshops;
8. Reading relevant materials;
9. Touring selected solid waste collection, handling, processing, storage and disposal facilities;
10. Accompanying Board staff on site inspections;
11. On-the-job training under the direction of experienced LEA inspectors;
12. Supervision by senior LEA staff;
13. Attendance at BEHS abatement hearings;
14. Attendance at San Francisco Director of Public Health Permit Revocation Hearings;
15. Attendance at San Francisco Board of Supervisors' Special Assessment Hearings.

CA Integrated Waste Management Board Division: Bureau of Environmental Health Management
 Contact Person: Marc Arico
 Address: 8800 Cal Center Drive
 Sacramento, CA 95826
 Amount Requested: \$22,004
 Term: From July 1, 1995 To June 30, 1996

Section: _____
 Contact Person: Jim Gillen Henry Louise 255 3616
 Telephone: (415) 554-2770
 Application Deadline: May 31, 1995
 Notification Expected: _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (Circle or Underline) (augmentation to a) grant in the amount of \$22,004 from the period of July 1, 1995 to June 30, 1996 to provide support for the Bureau's ongoing solid waste facilities permitting and inspection services.

II. Summary: (Purpose; Funding Year; Target Groups; Services; Providers)

Since 1992, the Bureau of Environmental Health Management has been designated and certified by California Integrated Waste Management Board to enforce Title 14, California Code of Regulations and Public Resource Code, Division 30. These laws and regulations pertain to the protection of public health and safety and the protection of the environment relative to the management and disposal of solid waste within the City and County of San Francisco.

III. Outcomes/Objectives:

Grant funds are to be expended for the purpose of purchasing equipment, data processing equipment, etc., and to provide training for Bureau of Environmental Health Management staff who are currently assigned to the Bureau's solid waste program. Expenditure of funds will provide support for the program and help ensure that the

IV. Effects of Reduction or Termination of These Funds: program meets its obligation to the State. The Bureau's solid waste facilities permitting and inspection program is an existing program funded, in part, from permitting fees and general funds. Grant funds allow the solid waste program to make one time purchases of equipment; equipment that will enhance staff efficiency well beyond the grant year.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Yr./Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved By
Grant Amount			\$22,004			
Personnel						
Equipment; computer, software			3,800			
*Contract Svc.			0			
Mat. & Supp.			9,404			
Facilities/Space			0			
Other			8,800			
Indirect Costs						
VI. Data Processing			3,800			
(costs included above)						
VII. Personnel						
F/T Civil Service						
P/T Civil Service						
Contractual						

Source(s) of non-grant funding for salaries of Civil Service employees working part-time on this grant:

n/a

Will grant funded employees be retained after this grant terminates? If so, How?

n/a

*VIII. Contractual Services: Open Bid n/a Sole Source n/a (if sole source, attach Request for Proposal Form)

Item 1f - File 148-95-3

Departments: Department of Public Works (DPW)
Department of Parking and Traffic (DPT)

Item: Resolution authorizing the Director of Public Works and the Executive Director of the Department of Parking and Traffic to execute the documents necessary to apply for, accept and expend \$573,107 of Transportation Development Act (TDA) Article 3 Funds, including indirect costs, for bicycle and pedestrian projects.

Grant Amount: \$573,107

Grant Period: July 1, 1995 through June 30, 1996

Source of Funds: State Transportation Development Act (TDA) Article 3 Funds

Projects: Various Bicycle and Pedestrian Projects

Description: Transportation Development Act (TDA) Article 3 is a State Grant Program which provides funds for bicycle and pedestrian projects. The Department of Public Works (DPW) has identified three projects to (a) construct curb ramps to improve access for persons with disabilities, (b) repair City-owned stairways and (c) repair sidewalks, at a total estimated cost of \$286,553. The Department of Parking and Traffic (DPT) has identified 11 projects to improve bicycle and pedestrian access, including (a) the installation of bicycle racks, (b) the widening of curb lanes for bicycles, (c) the purchase and installation of bicycle route signs and other projects, at a total estimated cost of \$286,554.

The proposed resolution would authorize DPW and DPT to apply for, accept and expend \$573,107 in TDA grant funds for various bicycle and pedestrian projects.

Budget:

DPW Projects (\$286,553)

Curb Ramp Construction , Various Locations

This project would involve the construction of curb ramps at various locations in order to improve access for persons with disabilities. The project's total cost is \$400,000. DPW used \$200,000 from prior TDA funds for the project, and would use \$200,000 of the proposed TDA funds for the remaining project costs. The funds would be used as follows:

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DPW Engineering and Construction Management (1,076 hours @ \$41.32 per hour)	\$44,461	
Construction - DPW Bureau of Building Repair (3,732 hours @ \$40.19 per hour)	149,989	
Materials and Supplies	<u>5,550</u>	
Total		\$200,000

City Stairway Repairs, Various Locations

This project would provide for the repair of broken stairways at 18 locations throughout the City.

DPW Engineering and Construction Management (55 hours @ \$52.51 per hour)	\$2,888	
Construction - DPW Bureau of Street & Sewer Repair (409 hours @ \$36.50 per hour)	14,928	
Materials and Supplies	<u>2,184</u>	
Total		20,000

Sidewalk Repairs, Various Locations

This project would involve the repair of severely cracked and buckled sidewalks at various locations in San Francisco. All work would be performed by DPW.

3 - 1/2 inch concrete sidewalk (9,275 square feet @ \$6 per square foot)	\$55,650	
Concrete curbing (111 linear feet @ \$20 per foot)	2,220	
Sewer vent covers (10 covers @ \$25 per cover)	250	
Sewer vent cover frames (1 frame @ \$35 per frame)	35	
Oil tank cover (1 cover @ \$50 per cover)	50	
Plant/trim trees (43 trees @ \$175 per tree)	7,525	
Remove trees/treestumps (5 trees @ \$162.6 per tree)	813	
Fill/soil (1 cubic yard @ \$10 per cubic yard)	<u>10</u>	
Total		<u>66,553</u>

Total DPW Projects	\$286,553
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DPT Projects (\$286,554)

Bicycle Racks on Golden Gate Transit Buses

This project would provide for the purchase and installation of bicycle racks on Golden Gate Transit buses, which travel between San Francisco and Santa Rosa. The project's total estimated cost is \$60,000. DPT would use \$9,000 of the subject TDA funds for this project in FY 1995-96. In FY 1996-97, Sonoma and Marin Counties would each contribute \$20,000 and DPT would apply for an additional \$11,000 in TDA funds in order to complete the project. All

work would be performed by DPT. The proposed funds, in the amount of \$9,000 would be used as follows:

Bicycle rack purchase (13 racks @ approximately \$577 per rack)	\$7,500	
Rack Installation (37.5 hours @ \$40 per hour)	<u>1,500</u>	
Total		\$9,000

Bicycle Racks on MUNI Line #76

This project would involve purchasing and installing bicycle racks on MUNI's #76 - Marin Headlands bus line, which travels between San Francisco's CalTrain station and the Golden Gate National Recreational Area in Marin County. All work would be performed by MUNI.

Bicycle rack purchase (4 racks @ \$625 per rack)	\$2,500	
Rack installation (12.5 hours @ \$40 per hour)	<u>500</u>	
Total		3,000

Bicycle Racks on CalTrain Trains

This project would involve the fabrication and installation of additional bicycle racks on CalTrain trains serving San Francisco. All work would be performed by CalTrain.

Bicycle rack fabrication (20 racks @ \$200 per rack)	\$4,000	
Rack installation (100 hours @ \$50per hour)	<u>5,000</u>	
Total		9,000

Widening of Curb Lanes on Lake Merced Boulevard

This project would involve widening the curb lanes for bicyclists on Lake Merced Boulevard between Sunset Boulevard and Winston Drive in order to improve bicycle safety. The total project cost is \$487,000. The funding sources include: (a) the proposed TDA grant funds in the amount of \$63,000; (b) prior TDA grant funding of \$54,000; and (c) \$370,000 in Federal Intermodal Surface Transportation Efficiency Act (ISTEA) funds. The proposed \$63,000 would be used for (1) DPW's construction management costs (\$39,000), (2) approximately 5 percent of the total construction contract cost of \$367,000, to be performed by a private contractor (\$18,000), and (3) DPW costs to design drawings for the purpose of the Board of Supervisors Sidewalk Legislation (\$6,000). DPT advises that if a sidewalk width is altered, the Board of Supervisors must approve the alterations through an ordinance. DPT refers to this as Sidewalk Legislation. The private contractor has not yet been selected for the private contractor (See Comment No. 3). The proposed funds would be used as follows:

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DPW Preparation of Sidewalk Legislation drawings (120 hrs. @ \$50 per hour)	\$6,000	
DPW Construction Management Svcs. (780 hrs @ \$50 per hour)	39,000	
Contractual Services	<u>18,000</u>	
TOTAL		\$63,000

Bicycle Safety and Education Brochures

This project would provide for the preparation, printing and distribution of bicycle safety brochures and a San Francisco bicycle route map with bicycle safety information.

Printing (300,000 brochures @ \$0.053 per brochure)	\$15,900	
DPT Design, prep., & distr. (317.5 hours @ \$40 hr)	<u>12,700</u>	
		28,600

Bicycle Route Signs, Various Locations

This project would involve purchasing and installing bicycle route signs along the San Francisco Bicycle Route Network. These signs would indicate route numbers, destinations and information on transit access and bicycle parking. All work would be performed by DPT.

DPT Design and Engineering (76.5 hours @ \$40 per hour)	\$3,060	
Sign purchase and installation (187 signs @ \$120 per sign)	<u>22,440</u>	
Total		25,500

Striping of Bicycle Lanes and Paths, Various Locations

This project would provide for the striping of wide curb bicycle lanes, bicycle lanes and bicycle paths at various locations. The proposed funding would be used as follows:

DPT Design and Preliminary Engineering (625 hours @ \$40 per hour)	\$25,000	
DPT Paint Shop (1,166.6 hours @ \$30 per hour)	<u>35,000</u>	
Total		60,000

Bicycle Parking Facilities, Various Locations

This project would involve the purchase and installation by DPT of bicycle racks and lockers at various locations.

Bicycle rack purchase (20 racks @ \$500 per rack)	\$10,000	
Rack installation (20 racks @ \$250 per rack)	<u>5,000</u>	
Total		\$15,000

Traffic Lane Changes, Various Locations

This project would provide funds to conduct a traffic study to determine the feasibility of removing one traffic lane on various streets in order to create a bicycle lane. In addition, the proposed grant would provide funds for restriping and traffic signal changes. The total estimated project cost is \$60,000, \$30,000 of which would be provided by the proposed TDA grant and \$30,000 of which would be provided by the San Francisco Transportation Authority. The proposed funding would be used as follows:

DPT Preliminary Engineering and Design (250 hours @ \$40 per hour)	\$10,000	
DPT Paint Shop (667 hours @ \$30 per hour)	<u>20,000</u>	
Total		30,000

Bicycle Path Design, Various Locations

The proposed grant would provide funds for the design and engineering for the construction and/or rehabilitation of bicycle paths at various locations, including 19th Avenue and Marina Boulevard.

DPT Preliminary Engineering and Design (approx. 461 hours @ \$40 per hour)	18,454
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Talking Traffic Signals

The proposed grant would be used to purchase and install talking traffic signals on Van Ness Avenue between Market and Hayes Streets to benefit sight-impaired persons. The funds would be used as follows:

DPT Preliminary Engineering (110 hours @ \$50 per hour)	\$5,500	
Equipment purchase	12,000	
DPT Installation (110 hours @ \$50 per hour)	5,500	
DPT Evaluation (40 hours @ \$50 per hour)	<u>2,000</u>	
Total		<u>25,000</u>

Total DPT Projects	\$286,554
TOTAL	<u>\$573,107</u>

Required Match: \$370,000 in Federal Intermodal Surface Transportation Efficiency Act (ISTEA) funds

Indirect Costs: None. The Metropolitan Transportation Commission does not permit the inclusion of indirect costs.

Comments: 1. The Grant Application Information forms, as prepared by DPW and DPT, are in the Clerk of the Board's file.

2. The Disability Access Checklists, as prepared by DPW and DPT, are in the Clerk of the Board's file.

3. As noted above, of the proposed funds for the Widening of Curb Lanes on Lake Merced Boulevard project, \$18,000 of the proposed \$63,000 would be used to fund a portion of contractual services. DPT advises that a contractor has not yet been selected. As such, \$18,000 should be reserved pending the selection of a contractor, the MBE/WBE status of the contractor, and the contractor's cost details.

4. Ms. Tina Olson of DPW advises, that since the funding agency does not permit the funding of indirect costs, the proposed resolution should be amended to waive indirect costs. Ms. Olson advises that the funding agency does pay for administrative overhead.

Recommendation: 1. Amend the proposed resolution to reserve \$18,000 pending the submission of contract details, in accordance with Comment No. 3 above.

2. Amend the proposed resolution to waive the inclusion of indirect costs.

2. Approve the proposed resolution as amended.

Item 1g - File 133-95-4

Department: Chief Administrative Officer (CAO)

Item: Resolution authorizing the Chief Administrative Officer (CAO) of the City to accept and expend \$30,000 from the American Plastics Council.

Description: The proposed resolution would authorize the CAO to accept and expend \$30,000 from a non-profit organization, the American Plastics Council. According to Mr. Robert Haley of the San Francisco Recycling Program in the Office of the CAO, the City's Recycling Program works with manufacturers of materials that must be recycled or disposed of in order to encourage manufacturers to share the costs of such recycling or disposal. The American Plastics Council has offered \$30,000 to the City as a way of sharing recycling and disposal costs and as partial reimbursement for expenses incurred when the City added additional types of plastic to the City's recycling program.

The City currently has curbside and apartment pickup of recyclable materials including glass, aluminum and tin-plated steel cans, paper, and some plastics throughout the City under a contract with Sunset Scavenger and Golden Gate Disposal. As of April 3, 1995, the City added two additional types of plastics to the list of materials that can be included in City recycling. The materials are No. 1 and No. 2 plastic bottles, which include milk, water, juice, detergent and shampoo bottles.

The Office of the CAO included an announcement informing residents about the additional types of recyclable plastics in an advertising, outreach and enforcement campaign covering the entire recycling program which was launched in 1995. The Board of Supervisors previously approved an appropriation of \$291,500 from the Solid Waste Impound Account for this advertising and enforcement campaign (File 101-94-27), which includes a direct mail piece to 319,000 households, as well as bus, bus shelter, and newspaper, advertising, and Police patrols to reduce the theft of recycled materials by scavengers using trucks or other vehicles.

Mr. Haley reports that the subject \$30,000 will enable the CAO to spend a larger share of the funds which were previously appropriated to the advertising and enforcement campaign on Police patrols to reduce the theft of recycled materials. Currently, the Department has budgeted for 5,366 hours of work by Police Inspectors at \$36.27 per hour over

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the next three fiscal years in the recycling theft prevention effort. This \$30,000 will enable the Department to fund an additional approximately 825 hours of Police enforcement.

Comment:

The City's contract with Sunset Scavenger allows the company to keep the first \$2.6 million earned annually from the sale of recycled materials collected by Sunset Scavenger. Revenues earned from the sale of recycled materials over that amount are rebated quarterly to garbage ratepayers. Stolen recycling materials lower recycling revenue and therefore represent a direct cost to garbage ratepayers. Sunset Scavenger estimates that theft from recycling bins is now costing garbage ratepayers over \$500,000 per year.

Recommendation: Approve the proposed resolution.

Item 2 - File 150-95-2

NOTE: This item was continued at the May 9, 1995 Government Efficiency and Labor Committee Meeting.

Department: Recreation and Park Department (RPD)

Item: Resolution authorizing the Recreation and Park Department to apply for a grant in the amount of \$50,000 from the Urban Park and Recreation Recovery Act for the "Young Teens on the Move" Program.

Grant Amount: \$50,000

Source of Funds: Federal Urban Parks and Recreation Recovery Act

Project: Young Teens on the Move Program

Comment: Ms. Elaine Molinari of the RPD has advised the Budget Analyst that the grantor has informed the RPD that the City is not eligible for the proposed grant funds and as such the RPD requests the proposed resolution be tabled.

Recommendation: Table the proposed resolution as requested by the RPD.

Item 4 - File 173-95-1

Note: This item was continued by the Government Efficiency & Labor Committee at its meeting of May 9, 1995.

1. This item is a hearing to consider the decision by the Port Commission to not proceed with the pursuit of \$8 million in Federal funds allocated for the purpose of accommodating double -stack trains and handling container cargo traffic between the Port of San Francisco and the East Bay.

2. Mr. Dennis Bouey, Executive Director of the Port, advises that in order to receive the \$8 million in Federal funds to pay for double-stack trains and the expansion of cargo container facilities (the Tunnel Project), the Port would have to provide matching funds estimated in the amount of \$2 million to \$2.5 million. According to Mr. Bouey, after an in-depth evaluation of this project, which would be aimed at increasing the Port's container cargo shipping, the Port determined that the project would not result in sufficient benefit to the City to justify an estimated expenditure of \$2 million to \$2.5 million by the Port. Therefore, the Port did not apply for the \$8 million in Federal funds in connection with this project. Mr. Bouey advises that the Port came to this conclusion primarily based on demographic and geographic considerations, which place substantial limitations on San Francisco's ability to be competitive with other ports in the East Bay, with regard to container cargo shipping. According to Mr. Bouey, over the past 20 years, the majority of import and export business has shifted from San Francisco to the East Bay, thereby, making the East Bay the hub of this industry. Additionally, according to Mr. Bouey, San Francisco has one train system, Southern Pacific, by which cargo can be transported. Mr. Bouey states that, in contrast, the City of Oakland has three train systems, which permits cargo to be transported in greater volume and in less time than cargo can be transported from San Francisco. Lastly, Mr. Bouey states that the Tunnel Project is not a stand alone project. As such, according to Mr. Bouey, to attract additional container cargo shipping, various other capital improvements, costing millions of dollars would also have to be made.

3. Mr. Bouey advises that he will be in attendance at the Government Efficiency and Labor Committee meeting on May 23, 1995 to make comments and to respond to any questions which the Committee might have on this subject matter.

Items 5 and 6- Files 107-95-1 and 107-95-1.1

Department: Department of Social Services (DSS)

Items: 107-95-1: Hearing to consider the manner in which DSS intends to implement Proposition N (the "General Assistance Mandatory Direct Rent Payment Program") and the impact such implementation will have on the budget of the City and County, as well as the extent to which acceptable single resident occupancy (SRO) hotel rooms are available.

107-95-1.1: Resolution resolving that the Board of Supervisors desires not to implement the Mandatory Direct Rent Payment Program at this time and will not approve the Mandatory Direct Rent Payment Program contract until the Board of Supervisors is satisfied that an adequate number of decent rooms is available for use under this program, and other pertinent program issues are resolved.

Description: In November of 1994, the electorate of the City and County of San Francisco approved the passage of Proposition N, the General Assistance Mandatory Direct Rent Payment Program. Proposition N is an ordinance amending the San Francisco Administrative Code Section 20.59.2, deleting language regarding aid payment to General Assistance (GA) recipients through warrants or checks, and requiring participation in a Mandatory Direct Rent Payment Program (MRDPP) for General Assistance recipients who have not secured their own housing or who do not participate in the Tenderloin Housing Clinic (THC) Modified Payment Program. Prior to this electoral vote, the Board of Supervisors had voted to reject a similar proposed ordinance (File 97-94-51).

The Tenderloin Housing Clinic is a voluntary program that currently serves a similar function as the MDRPP, although it does not offer case management services. According to Jim Buick of the DSS Homeless Program, GA clients have the option to secure their own housing or participate in the THC program; the MDRPP is only mandatory for GA recipients who do not wish to comply with other housing options.

The Proposition N ordinance allows the DSS to require GA applicants who have not secured their own housing to participate in a Mandatory Direct Rent Payment program. DSS plans to contract with a third party organization that would work to secure housing for GA recipients who have not secured their own and/or do not choose to participate in the

voluntary THC program. Under the MDRPP, DSS will pay a third party contractor, who will in turn pay the housing provider. Under the ordinance, any homeless individual currently receiving or applying for General Assistance who does not secure his/her own housing, participate in the voluntary THC program or the MDRPP to secure housing will be considered ineligible for General Assistance.

Proposition N also permits DSS to adopt regulations to define the type of housing that would qualify for this program. Qualifying housing includes, but is not limited to, public and private rental housing, supportive housing (managed by community organizations and public agencies), transitional housing, or other means of accommodation as determined appropriate by the DSS General Manager. All housing must conform with applicable health, building and safety codes.

In April of 1993, DSS signed a Memorandum of Understanding with the DPH, the Department of Public Works (DPW), and the Fire Department, regarding inspections and maintenance expectations of SRO hotels. According to the Memorandum of Understanding, every hotel participating in the MDRPP will be inspected quarterly by BBI and monthly by the Public Health Inspectors. In addition, DSS has instituted a complaint procedure for GA clients, who will also have tenants' rights under the MDRPP.

According to the DSS MDRPP report issued in May 1995, there are approximately 14,500 GA residents, and approximately 2,600 (18%) of these recipients self-declare as homeless. Demographic information maintained by DSS indicates that of the approximately 860 shelter beds in San Francisco, roughly 300 (or 35%) are being used by GA recipients on a daily basis. Thus, 35% percent of the individuals using homeless shelter beds financed by the City and designated for single adults are receiving both free housing and cash allowances for housing.

Comments:

1. Ms. Judy Bley, Director of Budget and Planning for DSS, reports that under the DSS's MDRPP, rent for each GA recipient will be paid directly to the third party contractor. The maximum rent permitted under the MRDPP program is \$280 per month. Under the Proposition N MDRPP, the amount of rent owed by each GA recipient will be deducted from their monthly cash assistance payment. Since General Assistance payments are \$345 for a single person per month, each recipient would have a balance of \$65 per month for food and other expenses.

2. Rent under the DSS's MDRPP cannot exceed the \$280 per month maximum rent hotel owners will be allowed to charge under the terms of their contracts. Therefore, the average cost per bed per day is \$9.33 (\$280 per month divided by 30 days), or \$3,405 per year (\$9.33 per day x 365 days per year).
3. Ms. Bley reports that DSS projects a drop of approximately 300 GA cases in Fiscal Year 1995-96 due to the passage of Proposition N. This drop in GA recipients who declare themselves homeless, and the DSS's projected drop in GA cases may be attributed to a decline in false GA claims, according to Ms. Bley. Ms. Bley also believes that some GA recipients may declare themselves homeless so that GA warrants are not delivered to their residence (for instance, delinquent AFDC fathers, or recipients with no secure mail box), and others may live out-of-county and falsely collect GA grants from the City and County of San Francisco. Proposition N would make it more difficult for such false GA claimants to collect money from the City and County of San Francisco, according to Ms. Bley.
4. Ms. Bley reports that Requests for Proposals for the third party contractor were released in early April, 1995 and a bidder's conference was held on April 17, 1995. Ms. Bley reports that the contract amount is \$750,000 for the one year period from July 1, 1995 to June 30, 1996. The contractor would be responsible for providing case management and placement services to GA recipients, and acting as intermediary between hotels and clients. The contractor would act as co-payee for the GA check to insure that rent payments are made to hotels.
5. The DSS has budgeted \$165,324 in workorder funds for two Public Health inspectors to provide the monthly inspections of the SRO hotels. Therefore, the total cost of implementing the MDRPP is \$915,324 (\$750,000 for the third party contract, plus \$165,324 in workorder funds for inspections).
6. Ms. Bley indicates that the MDRPP costs of \$915,324 for Fiscal Year 1995-96 will be offset by savings in GA expenditures. The *average cash payment* per GA recipient is \$330 per month (lower than the *monthly grant amount* of \$345, as some recipients are on GA for partial month periods), or \$3,960 per year. Approximately 232 budgeted GA recipients would need to drop from the program in order for DSS to fully fund the MDRPP costs of \$915,324 with such

cost savings (232 recipients x \$3,960 per year equals \$918,720). As previously noted, Ms. Bley reports that DSS projects a drop of 300 GA cases in Fiscal Year 1995-96.

7. According to DSS's GA expenditure analysis at April 25, 1995, there will be a projected average of 14,584 GA recipients and a total net expenditure of \$51,080,683 for Fiscal Year 1994-95. This net expenditure is calculated by the total monthly number of cases paid times the *average* cost per case, less SSI reimbursements and canceled warrants. The projected average number of cases in Fiscal Year 1995-96 is 13,826, with a projected total net expenditure of \$47,786,073. This represents an average decrease of 758 GA recipients (or 5.2%) from Fiscal Year 1994-95 (14,584 less 13,826). These estimates assume the decline in GA recipients and associated costs savings related to the implementation of the Proposition N Mandatory Direct Rent Payment Program. If the MDRPP is not implemented, or does not result in the projected decline in GA recipients, costs for the GA program for Fiscal Year 1995-96 may exceed the program budget.

8. According to the DSS MDRPP plan, the Program will require the availability of approximately 500-700 single room occupancy (SRO) hotel rooms to accommodate homeless GA applicants and recipients. DSS conducted a survey in March, 1994 and found 641 SROs available in San Francisco that currently met all health, safety and earthquake codes. According to Ms. Bley, the approximately 641 available SROs found in the March 1994 survey would be sufficient to meet initial program demand, as the MDRPP has a phase-in implementation period.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 7 - File 57-95-2

Note: This item was continued from the May 9, 1995 meeting of the Government Efficiency and Labor Committee Meeting.

Item: Resolution urging the retention of San Francisco's neighborhood recycling centers at their existing locations and calling upon the Office of the Chief Administrative Officer and its Solid Waste Program, and the Recreation and Park Commission, to assist in the preservation of community recycling centers, and urging any entity promoting the displacement of said recycling centers to do everything in their power to retain a much-needed service amid a dense urban environment.

Description: San Francisco currently has four neighborhood recycling centers; Haight-Ashbury Neighborhood Council (HANC) Recycling Center near Kezar Stadium, Richmond Environmental Action Recycling Center at the University of San Francisco, and two sites operated by San Francisco Community Recyclers, one at the Safeway at Market and Church, and one at the Safeway at Webster and Geary. The City also has curbside recycling pick-up covering all areas of the City through a contract with Sunset Scavengers and Golden Gate Disposal. Approximately 20 percent of apartment buildings with six or more units in the City do not have recycling collection services due to space, access or other constraints, according to Mr. Robert Haley, Residential and Special Project Recycling Coordinator for the Office of the Chief Administrative Officer.

According to Mr. Phil Arnold of the Recreation and Park Department, the Department is currently recommending that the City's agreement for the HANC Recycling Center be extended for one year, and the Department is working with HANC to make the Recycling Center more compatible with the surrounding areas of Kezar and Golden Gate Park.

The recycling centers at the Safeway parking lots may be evicted by Safeway Corporation at the end of June 1995, and the recycling center at the University of San Francisco is also being asked to move by December of 1995, according to Mr. Haley. Both Safeway and USF are planning other uses for the space occupied by these recycling centers. The proposed resolution would urge the Chief Administrative Officer, the Recreation and Park Commission, and other interested parties to try to retain all four centers in their current locations.

According to Mr. Haley, recycling is an important part of the City's effort to reduce its generation of solid waste and comply with a State law requiring that local jurisdictions divert solid waste from landfills. The California Public Resources Code specifies goals of 25 percent diversion of waste from landfill disposal by 1995, and 50 percent diversion by 2000. San Francisco is currently diverting approximately 35 percent of its solid waste from landfills.

The City's Solid Waste Management Program surveyed San Francisco residents in 1993 and found that 14 percent of residents use drop-off services, and 17 percent use buy-back services, such as those offered by the four neighborhood recycling centers. Mr. Haley reports that if these four centers close, no recycling center would exist in the northwest quadrant of the City.

Comment: Each ton of solid waste which is diverted from landfill saves the City approximately \$56 per ton in disposal fees. According to Mr. Haley, the four neighborhood recycling centers listed above divert approximately 5,500 tons of material from landfills annually, for a savings of \$308,000 each year.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 8 - File 112-95-1

Department: Purchasing Department

Item: Resolution designating the San Francisco Examiner to be the official newspaper of the City and County of San Francisco for specified categories of advertising, and designating the San Francisco Independent to be the official newspaper for other specified categories of official advertising, commencing July 1, 1995.

Description: The City's official advertising is divided into two categories: (1) Ads for Two or More Consecutive Days (Type 1) - official advertising which must be published on two or more consecutive days, and all official advertising which is required to be published in accordance with Section 2.200 or 2.201 of the Charter for special meetings of the Board of Supervisors and its standing or special committees and (2) Ads for Single or Non-consecutive Days (Type 2) - official advertising which must be published one time, other than one-time advertising related to special meetings of the Board of Supervisors and its standing and/or special committees, or more than one time but not more than three times per week for a specified number of weeks.

The City currently contracts with the San Francisco Examiner for the provision of both Type 1 and Type 2 official advertising. That contract is due to expire June 30, 1995.

The proposed resolution would designate the San Francisco Examiner as the newspaper to provide Type 1 official advertising and the San Francisco Independent to provide Type 2 official advertising, for the period July 1, 1995 through June 30, 1996.

According to the Purchasing Department, in response to its Invitation for Bids issued on March 20, 1995 the Purchasing Department received three bids for Type 1 official advertising and three bids for Type 2 official advertising. The three newspapers which submitted bids for Type 1 official advertising included the San Francisco Daily Journal, the San Francisco Chronicle and the San Francisco Examiner. The Purchasing Department advises that the San Francisco Daily Journal was disqualified because the bid was late and the newspaper did not meet the Charter's requirement of a circulation of 50,000 per week. The Purchasing Department reports that the three newspapers which submitted bids for Type 2 official advertising included the San Francisco

Independent, the San Francisco Chronicle, and the San Francisco Examiner.

Proposition J, which was approved by the San Francisco electorate in November of 1994, changed the criteria by which the City selects a newspaper to publish the City's official advertising and provides for the establishment of a Fund for the purpose of placing weekly outreach advertisements in periodicals selected to reflect the diversity in race and sexual orientation of the population of the City. The Purchasing Department reports that, prior to the passage of Proposition J, the Purchasing Department recommended contract awards, to the Board of Supervisors for the City's official advertising, be made to newspapers which submitted the lowest responsive bid. The Purchasing Department now advises that, under Proposition J, pursuant to Section 2.81 of the Administrative Code, several criteria are considered and used to evaluate bids, on the basis of a point system. Bidders were required to submit typeset samples and other documentation for evaluation purposes. The criteria used for evaluation of bids under Section 2.81 includes (1) the cost of advertising in each newspaper (the newspaper which bids the lowest price for advertising receives additional points), (2) the level of circulation of each newspaper (the newspaper with the largest circulation receives additional points), (3) the cost of the newspaper (any newspaper with a majority of circulation that is free of charge to the general public receives additional points), and (4) the ownership of the newspaper (newspapers which are owned by local, minority or women-owned firms receive additional points).

Based on the point system established in Section 2.81, the Purchasing Department is recommending that (1) the San Francisco Examiner be awarded the contract for the City's Type 1 official advertising, based on receiving the highest point total of 20.25 points and (2) the San Francisco Independent be awarded the City's Type 2 official advertising, based on receiving the highest point total of 28.05 points. A summary of the bid results is as follows:

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	Type 1		Type 2		
	<u>Official Advertising</u>		<u>Official Advertising</u>		
	<u>Chronicle</u>	<u>Examiner</u>	<u>Chronicle</u>	<u>Examiner</u>	<u>Independent</u>
Total Points	20.16	20.25	19.07	19.90	28.05
Ranking	2	1	3	2	1
Estimated Contract Cost for FY 1995-96	\$48,000	\$26,000	\$580,500	\$316,000	\$527,000

Comments:

1. The Purchasing Department's total estimated cost for Type 1 and Type 2 official advertising for FY 1995-96 is \$553,000 (\$26,000 for Type 1 plus \$527,000 for Type 2). The Purchasing Department advises that this estimate is based on the estimated number of lines of advertising multiplied by each newspaper's price per line.
2. The Purchasing states that the City Attorney has advised that the Board of Supervisors need not accept the Purchasing Department's recommendations to award contracts to the above-noted newspapers and may designate any newspaper which is qualified under the Charter and the Administrative Code.
3. The Purchasing Department advises that, in accordance with Chapter 12B of the Administrative Code, the bidders for the City's official advertising were required to provide data on the composition of their workforces and to provide copies of their affirmative action plans. The Purchasing Department advises that the bidders submitted the workforce data forms, but not their affirmative action plans. According to the Purchasing Department, the Human Rights Commission (HRC) has approved the workforce data forms contingent upon an affirmative action program being approved by HRC prior to contract award. The Purchasing Department advises that the Purchasing Department's recommendation to award the contracts for the City's official advertising to the above-noted newspapers is contingent on the HRC's approval of the affirmative action plans.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

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BUDGET ANALYST

Item 9 - File 97-95-31

Item: Ordinance amending the Administrative Code by adding Section 10.117-114 to establish a revenue fund for outreach advertising to be managed by the Clerk of the Board of Supervisors.

Description: Proposition J, which was approved by the voters in November of 1994, in addition to changing the criteria by which the City selects a newspaper to publish the City's official advertising, provides for the establishment of a Fund for the purpose of placing weekly outreach advertisements in periodicals selected to reflect the diversity in race and sexual orientation of the population of the City and County. Administrative Code Section 2.80-1 defines "Official Newspaper" as "a newspaper of general circulation...which has a bona fide circulation of at least 50,000 copies per calendar week..." The same section defines "Outreach Periodical" as "a periodical which circulates primarily in one of the outreach communities and which is printed in the City and County on one or more days in a calendar week."

Section 2.81-2 of the Administrative Code, which was added pursuant to Proposition J, states that the outreach fund will be established by withholding 10 percent of all revenue paid to each newspaper which the City designates to carry out the City's official advertising. In other words, the Controller will remit to the official newspaper(s) 90 percent of the amounts which such periodicals bill on their invoices to the City. The remaining 10 percent will be deposited in the outreach revenue fund for the purpose of placing advertisements in the selected outreach periodicals.

The proposed ordinance would establish an Outreach Advertising Revenue Fund, which would be administered by the Clerk of the Board of Supervisors. The Clerk of the Board would allocate funds exclusively for the purpose of advertising in the outreach periodicals to be designated by the Board of Supervisors (see Item 10, File 112-95-2 of this report to the Government Efficiency and Labor Committee). Neither the proposed ordinance nor the existing Administrative Code provide specific guidelines as to how the available funds would be distributed between the outreach periodicals. However, Section 2.80-1 of the Administrative Code (added by Proposition J) states that the Clerk of the Board of Supervisors shall select and prepare each week's outreach advertising.

The proposed ordinance states that interest earned from the proceeds deposited to the Outreach Advertising Revenue Fund would become part of the Fund. As specified in Proposition J, unexpended balances at the close of any fiscal year would be carried forward in the Outreach Advertising Revenue Fund.

Comments:

1. The City Purchaser advises that the estimated amount of the City's annual budget for official advertising for FY 1995-96 is \$553,000. Based on the \$553,000, the annual deposits to the proposed Outreach Advertising Revenue Fund would be approximately \$55,300, or 10 percent of the total official advertising budget. These monies would have to be deposited to such a Fund pursuant to Section 2.81-2 of the Administrative Code. The proposed ordinance formally establishes the Fund.

The City Purchaser states that bidders seeking the contract to be designated as the City's official newspaper were informed of the 10 percent withholding requirement in the City's request for proposals.

2. Mr. Harold Guetersloh of the Controller's Office states that the effect of the proposed ordinance would be to formally establish the special revenue Fund for outreach advertising as required by Proposition J, and to grant the Clerk of the Board of Supervisors authority to manage the Fund. Deputy City Attorney Preston Tom advises that the Clerk of the Board of Supervisors should manage the Fund because the Clerk has responsibility for selecting and preparing the advertisements that will be purchased using revenue available in the Fund.

3. Ms. Jean Lum of the Clerk of the Board's Office advises that the cost to administer the Fund would be minimal.

Recommendation:

Approve the proposed ordinance.

Item 10 - File 112-95-2

Department: Purchasing Department

Item: Resolution designating the Small Business Exchange to be the outreach newspaper of the City and County of San Francisco for the African-American community; designating the Chinese Times to be the outreach newspaper for the Chinese community; designating the San Francisco Sentinel to be the outreach newspaper for Lesbian/Gay/Bisexual community; and designating the San Francisco Latino to be the outreach newspaper for the Hispanic community, commencing July 1, 1995, for outreach advertising.

Description: Proposition J, which was approved by the San Francisco electorate in November of 1994, changed the criteria by which the City selects a newspaper to publish the City's official advertising and provides for a Fund to be established for the purpose of placing weekly outreach advertisements in periodicals selected to reflect the diversity in race and sexual orientation of the population of the City. The Purchasing Department advises that pursuant to Proposition J, the Department issued an Invitation for Bids on March 20, 1995 for the City's outreach advertising for the first time. The issuance of the Invitation for Bids is in accordance with Section 2.80 of the Administrative Code, which finds that the City (1) wishes to maximize the public's access to public notices which are required to be published by law and (2) wishes to implement an aggressive outreach plan to meet the public information needs of those communities, and neighborhoods which may not be adequately served by the City's other designated newspapers for official advertising. The Purchasing Department received seven bids in response to its Invitation for Bids. The seven periodicals that submitted bids and the categories they bid for, are as follows:

	<u>African- American</u>	<u>Chinese</u>	<u>Lesbian/Gay/ Bisexual</u>	<u>Hispanic</u>
China Press		X		
Chinese Times		X		
S. F. Latino				X
S. F. Weekly	X	X	X	X
Sentinel			X	
Small Business Exch	X	X		X
Tiempo Latino				X

The Purchasing Department advises that two of the seven above-noted periodicals, the San Francisco Weekly and the

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China Press are not printed in San Francisco and, therefore, their bids were disqualified on the basis that they did not meet the definition of an outreach periodical under Section 2.80-1 of the Administrative Code.

The remaining five periodicals' bids were evaluated by the Purchasing Department on the basis of certain criteria and a point system established under Section 2.81-3 of the Administrative Code. Bidders were required to submit typeset samples and other documentation for evaluation purposes. The criteria used for evaluation of bids under Section 2.81-3 includes (1) the advertising bid amount (the periodical which submits the lowest bid receives additional points), (2) the periodical's level of circulation (for each community, the periodical with the largest circulation receives additional points), (3) the cost of the periodical (any periodical with a majority of circulation that is free of charge to the general public receives additional points), (4) the ownership of the periodical (any periodical which is owned by a local, minority, or women-owned firm receives additional points), and (5) the foreign language content of the periodical (a periodical with a majority of its editorial content published in the native language of the outreach community it serves receives additional points).

Based on the point system established in Section 2.81-3, the Purchasing Department is recommending that the Small Business Exchange, the Chinese Times, the San Francisco Latino and the Sentinel be awarded contracts for the City's outreach advertising, based on receiving the highest point totals, as follows:

Outreach Advertising

	<u>Chinese Times</u>	<u>S. F. Latino</u>	<u>Sentinel</u>	<u>Small Business Exchange</u>	<u>Tiempo Latino</u>
Total	34.96	42.9	33.6	31.9	24.15
Ranking	1	1	1	1	2
Community	Chinese	Hispanic	Lesbian/Gay Bisexual	African-American	Hispanic

As previously noted, the Sentinel was the only periodical meeting the Administrative Code requirements to bid on the Gay/Lesbian/Bisexual community category and the Small Business Exchange was the only periodical meeting the Administrative Code requirements to bid on the African-American community category.

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Comments:

1. Pursuant to Proposition J and in accordance with Section 2.81-2(a), the City is required to withhold 10 percent of the annual amounts paid for the City's Type 1 and Type 2 official advertising and to deposit these monies into an outreach fund. The Purchasing Department estimates that the annual cost for the City's Type 1 and Type 2 official advertising will be \$553,000. Based on the \$553,000, the estimated amount available for outreach advertising is \$55,300 or 10 percent of the \$553,000. Item 9, File 97-95-31 of this report is an ordinance which would amend the Administrative Code to establish a Outreach Advertising Fund for the outreach advertising.

2. The Purchasing Department states that the City Attorney has advised that the Board of Supervisors need not accept the Purchasing Department's recommendations to award contracts to the above-noted periodicals and may designate any periodical which is qualified under the Administrative Code. Additionally, pursuant to Sections 2.80-1(b) and 2.81-4, the Board of Supervisors may specify additional outreach communities, and may authorize additional advertising for communities not adequately served by the City's official advertising and outreach periodicals.

3. The Purchasing Department advises that in accordance with Chapter 12B of the Administrative Code, the bidders for the outreach advertising were required to provide data on the composition of their workforces and to provide copies of their affirmative action plans. The Purchasing Department advises that the bidders submitted the workforce data forms, but not their affirmative action plans. According to the Purchasing Department, the Human Rights Commission (HRC) has approved the workforce data forms contingent upon an affirmative action program being approved by HRC prior to contract award. The Purchasing Department advises that the Purchasing Department's recommendation to award the contracts for the outreach advertising to the above-noted periodicals is contingent on the HRC's approval of the affirmative action plans.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Items 13 and 14 - Files 93-95-28.1 and 93-95-28

Department: Department of Human Resources (DHR)
Employee Relations Division

Items: Item 13, File 93-95-28.1 - Resolution ratifying administrative provisions of Memorandum of Understanding (MOU) between the International Union of Operating Engineers, Stationary Engineers, Local 39 and the City and County of San Francisco.

Item 14, File 93-95-28 - Ordinance implementing the fiscal provisions of the MOU between the International Union of Operating Engineers, Stationary Engineers, Local 39 and the City and County of San Francisco.

Description: The City met and conferred with the International Union of Operating Engineers, Stationary Engineers, Local 39, but the two parties were unable to reach an agreement. As such, pursuant to Charter Section 8.409, the MOU was submitted to binding arbitration.

The proposed resolution (File 93-95-28.1) would ratify a MOU between the City and Local 39 concerning wages, hours and other terms of employment for the classifications represented by Local 39. These classifications are as follows:

<u>Class</u>	<u>Title</u>	Number of Positions in 1994-95 Annual Salary <u>Ordinance</u>	Annual Salary at the <u>Top Step</u>
5148	Asst. Superintendent of Water Treatment Facilities	1	\$69,087
5149	Superintendent of Water Treatment Facilities	1	76,551
7120	Buildings and Grounds Maintenance Superintendent	11	66,111
7203	Buildings and Grounds Maintenance Supervisor	2	56,533
7205	Chief Stationary Engineer	12	57,107
7209	School Heating and Ventilating Supervisor	0	66,111
7223	Cable Machinery Supervisor	1	71,436
7245	Chief Stationary Engineer, Water Treatment Plant	4	62,953
7252	Chief Stationary Engineer, Sewage Plant	17	62,953
7262	Maintenance Planner	3	59,952
7286	Wire Rope Cable Maintenance Supervisor	1	53,061
7333	Apprentice Stationary Engineer	3	43,143
7334	Stationary Engineer	161	45,414

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<u>Class</u>	<u>Title</u>	Number of Positions in 1994-95 Annual Salary <u>Ordinance</u>	Annual Salary at the <u>Top Step</u>
7335	Senior Stationary Engineer	37	\$51,287
7339	Apprentice Stationary Engineer, Water Treatment Plant	1	47,554
7341	Stationary Engineer, Water Treatment Plant	27	50,060
7343	Stationary Engineer, Water Treatment Plant	8	56,533
7372	Stationary Engineer, Sewage Plant	126	50,060
7373	Senior Stationary Engineer, Sewage Plant	45	56,533
7375	Apprentice Stationary Engineer, Sewage Plant	24	47,554
7420	Bridgetender	5	36,227
7472	Wire Rope Cable Maintenance Mechanic	10	46,980
7473	Wire Rope Cable Maintenance Mechanic Trainee	0	37,532
9232	Airport Mechanical Maintenance Supervisor	1	66,111

The proposed ordinance (File 93-95-28) would implement the fiscal provisions of the proposed MOU. As stated in the proposed legislation, the term of the proposed MOU would for the period July 1, 1995 through June 30, 1998.

The proposed MOU includes the following major fiscal provisions:

Law Suit Settlement

Under the terms of the proposed MOU, employees will each receive \$1,000 as a one-time payment for the City's non-payment of City employee wage increases in Fiscal Year 1993-94 and Fiscal Year 1994-95.

Wage Increase

Employees covered under this MOU will receive (1) a one percent wage increase effective, July 1, 1995, (2) an additional one and one-half percent wage increase effective, April 1, 1996, (3) an additional two percent wage increase effective July 1, 1996 and (4) an additional one and one-half percent wage increase effective July 1, 1997.

Retirement Costs

Effective October 1, 1995, the City shall "pick up" one and one-half percent of the current 7.5/8 percent of the employee's share of retirement costs. Effective January 1, 1996, the City's pick up of these costs shall increase to 2.5 percent. Effective July 1, 1996 the City's pick up of these costs shall increase to four percent. Effective July 1, 1997 the City's pick up of these costs shall increase to six percent and effective January 1, 1998, such costs will increase to 7.5 percent.

Dependent Health Care

Effective October 1, 1995, the City will pay either \$75 per employee per month toward dependent health care or a \$70 per month cash option. Effective July 1, 1996, the City will pay either an additional \$75 per employee per month toward dependent health care or a \$70 per month cash option and effective July 1, 1997 the City will pay either an additional \$75 per employee per month toward dependent health care or a \$70 per month cash option.

In summary, the increased annual cost to the City, as estimated by the Controller's Office for the provisions noted above, are as follows:

Annual Incremental Costs FY 1995-96 FY 1996-97 FY 1997-98

One-Time Wage Settlement

Incremental Costs	\$508,000	0	0
Cumulative Costs	-	508,000	508,000

Wage Increases

Incremental Costs	355,102	827,348	540,093
Cumulative Costs	-	1,182,450	1,722,543

Related Fringe Increases

Incremental Costs	47,229	109,375	71,832
Cumulative Costs	-	156,604	228,436

Retirement Pickup

Incremental Costs	419,666	628,784	742,628
Cumulative Costs	-	1,048,451	1,791,078

Dependent Health Coverage

Incremental Costs	342,900	571,500	457,200
Cumulative Costs	-	914,400	1,371,600

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Annual Incremental Costs FY 1995-96 FY 1996-97 FY 1997-98

Dental Coverage			
Incremental Costs	450,362	0	0
Cumulative Costs	—	450,362	450,362
Total Incremental Costs	\$2,123,259	\$2,137,007	\$1,811,753
Total Cumulative Costs	—	\$4,260,267	\$6,072,019

Comment: The Budget Analyst has reviewed the Controller's estimate of the increased annual costs based on the proposed MOU and concurs with the Controller's estimate of these costs.

Recommendation: Approval of the proposed resolution and ordinance are policy matters for the Board of Supervisors.

Item 15 - File 79-95-4

Department: Mayor's Office of Housing (MOH)
Department of Public Health (DPH)
San Francisco Redevelopment Agency (SFRA)

Item: Resolution authorizing the Mayor to accept and expend a grant from the U.S. Department of Housing and Urban Development for a total amount not to exceed \$4 million for the acquisition, rehabilitation and construction of supportive housing and detoxification facilities for homeless individuals. Indirect costs associated with the acceptance of this grant will be paid by Community Development Block Grant funds.

Grant Amount: Not to exceed \$4,000,000

Grant Period: Funds will be disbursed within 24 months of approval of the proposed resolution.

Source of Funds: U.S. Department of Housing and Urban Development (HUD)

Project: Capital costs for the acquisition, rehabilitation and construction of supportive and permanent housing facilities for homeless individuals recovering from substance abuse problems.

Description: On February 19, 1992, HUD notified the Mayor of the availability of Special Purpose Grant funds, in an amount not to exceed \$4,000,000, to be used by San Francisco for the acquisition, rehabilitation and construction of a facility for homeless substance abusers, which included detoxification, residential and sober housing services. On April 16, 1992, the Board of Supervisors authorized the Mayor's Office of Housing to submit an application for these funds. The Mayor's Office of Housing originally submitted an application for these funds to be used for the development of a single facility to provide detoxification, residential and sober housing services. MOH, DPH and SFRA issued a Request for Proposals (RFP) to agencies interested in operating the facility. A non-profit agency was selected, as one of five applicants.

It was later determined, however, that the operating costs for this facility would require substantial additional funding from the Department of Public Health, so MOH terminated this project in October of 1994. In February of 1995, the Mayor's Office of Housing issued a Notice of Funding Availability (NOFA) to MOH's mailing list, including private, and non-profit low-income housing developers, consultants,

and social service organizations, to be used for the acquisition, rehabilitation and construction of both supportive housing facilities and Clean and Sober permanent housing facilities. Clean and Sober housing is housing that does not permit alcohol or drugs on the premises, and is designed for individuals recovering from substance abuse problems. Mr. Olson Lee of MOH advises that unlike the original proposed use for these funds, the current proposed use would include Clean and Sober permanent housing, and would not include detoxification services. In addition, these services would be located in multiple facilities, as opposed to all of the services being located in one facility. Mr. Olson advises that MOH received seven applications, and selected four developers for six projects on April 7, 1995. Mr. Olson advises that each of these four developers, (1) Bernal Heights Housing Corporation, (2) Chemical Awareness and Treatment Services (CATS), (3) Walden House, Inc. and (4) St. Vincent de Paul, are non-profit agencies. Each of these non-profit agencies, except for Bernal Heights Housing Corporation, are also substance abuse treatment agencies. As such, these agencies will provide the supportive services, and/or the oversight for the operation of the proposed facilities. The two facilities developed by the Bernal Heights Housing Corporation will be operated by the Woman's Alcohol Center (WAC). The proposed projects are as follows:

Bernal Heights Housing Corporation (\$708,000)

The proposed funds would be used for two Bernal Heights Housing Corporation projects: (1) 1221-1223 Cortland (\$360,000); and (2) 2973-2977 26th Street (\$348,000).

(1) The proposed funds, in the amount of \$360,000, would be used to acquire and provide minimal rehabilitation to a duplex located at 1221-1223 Cortland Avenue. This duplex would provide one three-bedroom Clean and Sober permanent housing unit, and one four-bedroom Clean and Sober permanent housing unit for single low-income women with children. The Woman's Alcohol Center would provide substance abuse treatment services to the women. The proposed funds would be used as follows:

Site Acquisition	\$285,000
Construction	33,000
Developer Fee	4,000
Other, including engineering, architecture inspections, permit fees, etc.	48,000
TOTAL	\$360,000*

* Actual total is \$370,000 since it includes an additional \$10,000 which will be provided from CitiBank as a grant.

(2) The proposed funds, in the amount of \$348,000, would be used to acquire and provide minimal rehabilitation to a duplex located at 2973-2977 26th Street. This duplex would provide two three-bedroom Clean and Sober permanent housing units, for single low-income women with children. The Woman's Alcohol Center would provide substance abuse treatment services to the women. The proposed funds would be used as follows:

Site Acquisition	\$250,350
Construction	54,560
Developer Fee	4,000
Other, including engineering, architecture inspections, permit fees, etc.	<u>39,090</u>
TOTAL	\$348,000

Chemical Awareness and Treatment Services (CATS)
(\$1,900,000)

The proposed funding would be used for the acquisition and minor rehabilitation of a nearly vacant 25-unit apartment building at 425 Eddy Street in the Tenderloin, which would provide permanent Clean and Sober housing for 25 low-income or homeless individuals leaving residential treatment programs. CATS will provide counseling services with existing CATS staff at the facility. The funds would be used as follows:

Site Acquisition	\$778,000
Site Rehabilitation	700,000
Other, including engineering, architecture inspections, permit fees, etc.	305,000
Misc., including development contingency, relocation costs of current resident, housing administration, etc.	<u>117,000</u>
TOTAL	\$1,900,000

Walden House, Inc. (\$450,000)

The proposed funding would be used to expand, and reconfigure a currently owned Walden House, Inc. residential treatment site, located at 214 Haight Street. The renovations would provide beds for twelve additional youth, who would also receive substance abuse and mental health treatment. The funds would be used as follows:

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Phase One Environmental Study	\$3,000
Construction Costs for Residence Expansion	317,000
Construction Contingency (15%)	48,000
Architecture and Engineering	15,000
Legal	5,000
Other Consultants	3,000
Permits/Fees	5,000
Construction Insurance	7,000
Fixtures and Furnishings	10,000
Administrative Expenses	26,145
Soft Cost Contingency	<u>10,855</u>
TOTAL	\$450,000

St. Vincent de Paul (\$350,000)

The proposed funding would be used to upgrade an existing detoxification site, the Ozanam Center, located at 1175 Howard Street, in order to provide a ten bed, three month substance abuse residential treatment program. The funding would provide capital improvements, including accessibility upgrades such as construction of hallways, elevators, and sanitary facilities which meet the standards of the Americans with Disabilities Act (ADA), seismic reinforcement of the building, upgrades to the lighting and finishes, and replacing the laundry room. the funding would be used as follows:

General Upgrade Requirements	\$45,667
Seismic Upgrade	78,150
Handicapped and Service Elevator	57,925
Office Improvements	8,400
Laundry Room Replacement	37,146
Bathroom Renovations	74,825
General Interior Upgrades	<u>47,887</u>
TOTAL	\$350,000

St Vincent de Paul (\$592,000)

The proposed funds would be used by MOH to assist St Vincent de Paul in reducing the principal on an existing loan for the Arlington Hotel. The Arlington Hotel is a Clean and Sober hotel proving 172 Single Residency Occupancy (SRO) units to low-income individuals. Mr. Olson advises that St. Vincent de Paul is currently in jeopardy of defaulting on its principle loan from CitiBank for the Arlington Hotel . Mr. Olson advises that the proposed funds would be used for refinancing the debt because the Arlington Hotel provides a large quantity of Clean and Sober housing for the City. Mr. Olson advises that if the funds are not entirely used for this purpose, the remaining funds would be used to rehabilitate the units, so that the Arlington Hotel could become eligible to

apply for project based Section 8 rental assistance certificates.

Required Match: None

Indirect Costs: None

Comments:

1. Mr. Olson advises that the cost to operate the proposed facilities would be absorbed in the operating budgets of the non-profit agencies that would be providing the substance abuse services or oversight at the proposed facilities. Mr. Olson advises that the only additional costs that may be incurred by the City, pending the approval of the proposed resolution, would be the cost for the City Attorney to develop loan agreements between MOH and the developers. Mr. Olson advises that the proposed funding would be provided to the developers as a loan, as treating the funding as a loan, instead of a grant, provides MOH with more oversight capability.
2. Mr. Olson advises that each of the developers would receive the proposed funding in phases. As such, MOH would verify the cost estimates for the various components of the project, and amend the loan agreements accordingly. Mr. Olson advises that any surplus funds would be reallocated among the projects.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 16 - File 25-95-3

Note: This item was continued from the April 25, 1995, Government Efficiency and Labor Committee meeting to the May 23, 1995 meeting at the request of the Chair of the Committee, so that the Real Estate Department could hold a Meet and Confer session with the Local 790 United Public Employees Union.

Department: Real Estate Department

Item: Resolution concurring with the Controller's Certification that security services for the office building at 875 Stevenson Street can be practically performed by private contractor for lower cost than similar work services performed by City employees.

Services to be Performed: Security Services for 875 Stevenson Street

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

As part of the move from City Hall due to the seismic retrofitting required following the Loma Prieta earthquake, the offices of the Controller, the Registrar of Voters, and other offices relocated to the office building at 875 Stevenson Street. Entry security services at City Hall for these departments were previously provided by the Sheriff's Department. However, the Sheriff's Department staff, who perform entry security services, have all been reassigned to sites where the other City departments have been relocated. As such, the Sheriff's Department staff is not available to provide entry security services at 875 Stevenson.

The Controller has determined that contracting security services for FY 1995-96 would result in estimated savings as follows:

City-Operated Service Costs

Salaries *	\$53,636
Fringe Benefits	<u>14,523</u>
Total	\$68,158

<u>Contractual Services Cost</u>	<u>43,956</u>
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Estimated Savings

\$24,203

* There is not a salary range for the 8724 Cadet position that would perform these entry security services for the City.

Comments:

1. Mr. Larry Jacobson of the Real Estate Department advises that this is the first year that the City would contract for security services at 875 Stevenson Street. Mr. Jacobson advises that the contractor, Burns International, was selected as the lowest of three bidders to provide security services at 875 Stevenson from approximately May 16, 1995 through June 30, 1996.

2. Mr. Jacobson advises that Burns International has been providing entry security services at 875 Stevenson Street on an emergency basis, since April 13, 1995 (File 101-94-79).

3. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached. The contractor, Burns International, is not an MBE/WBE.

4. Mr. Jacobson advises that Burns International provides health care coverage for its employees.

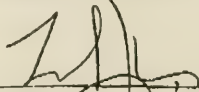
5. Mr. Anthony Delucchi of the Real Estate Department advises that, as requested, the Real Estate Department scheduled a meeting with a representative of the Local 790-United Public Employees Union on May 15, 1995. However, Mr. Delucchi advises that on May 15, 1995, the representative canceled the meeting, and did not reschedule the meeting.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

900-2: Charter 8.300-1 (Proposition J) QuestionnaireCharter 8.300-1 (Proposition J) Questionnaire

Department Real Estate For time Period May 16, 1995 to June 30, 1996
 Contract Services Security at 875 Stevenson

- 1) Who performed services prior to contracting out?
This is a new service
- 2) Number of City employees laid off as a result of contracting out?
None
- 3) If the employees were not laid off as a result of contracting out, what happened to them?
No City employees do this service
- 4) What percent of a City employee's time is spent on services to be contracted out?
None
- 5) How long have the services been contracted out?
This is a new service
- 6) Will contract services meet goals of MBE/WBS Ordinance?
No


 Department Representative
 Larry Jacobson

Telephone: 554-9863

Item 17 - File 25-95-4

NOTE: This item was continued at the May 9, 1995 meeting of the Government Efficiency and Labor Committee.

Department: Real Estate Department

Item: Resolution concurring with the Controller's certification as required by Charter Section 8.300-1 (Proposition J) that janitorial services at the City-owned building at 25 Van Ness Avenue can continue to be practically performed by a private contractor for lower cost than similar work services performed by City employees.

Services to be Performed: Janitorial Services

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for janitorial services for FY 1995-96 at 25 Van Ness Avenue would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City-Operated Service Costs</u>		
Salaries	\$163,794	\$193,454
Fringe Benefits	<u>51,318</u>	<u>56,649</u>
Total	\$215,112	\$250,103
<u>Contractual Services Cost</u>	<u>126,000</u>	<u>126,000</u>
<u>Estimated Savings</u>	\$89,112	\$124,103

- Comments:**
1. Mr. Robert Haslam of the Real Estate Department reports that certification under Charter Section 8.300-1 for contracting out these services was first approved in 1991.
 2. Mr. Matthew Hymel of the Controller's Office, reports that the Contracted Service Cost used by the Controller's Office for the purpose of this analysis was the current contractor's charge for providing janitorial services for FY 1995-96.

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3. Mr. Haslam advises that the City's current contract for janitorial services at 25 Van Ness Avenue is a two-year contract with Ward Building Maintenance which expires August 31, 1996. Mr. Haslam adds that the City is expected to continue its contract with Ward Building Maintenance. Ward Building Maintenance is a certified MBE and provides health insurance to its employees.

4. Mr. Haslam reports that the building at 25 Van Ness Avenue is approximately two thirds occupied by City offices and one third occupied by private sector tenants. The City offices include the Arts Commission, Commission on Aging, Commission on the Status of Women, Human Rights Commission, Department of Public Health's AIDS Office, Department of Parking and Traffic, Public Guardian, Real Estate Department, Rent Arbitration Board, Sheriff's Investigative Services Division, Unreinforced Masonry Building (UMB) Seismic Safety Task Force, Mayor's Youth Forum and Tax Collector's Business Tax Office.

5. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

Recommendation: Approve the proposed resolution.

900-2: Charter 8.300-1 (Proposition J) QuestionnaireCharter 8.300-1 (Proposition J) QuestionnaireDepartment Real Estate For time Period 7/1/95 - 6/30/96Contract Services Janitorial

- 1) Who performed services prior to contracting out?

Not applicable. City purchased 25 Van Ness in November 1991. A private contractor provided janitorial services.

- 2) Number of City employees laid off as a result of contracting out?

None.

- 3) If the employees were not laid off as a result of contracting out, what happened to them?

N/A

- 4) What percent of a City employee's time is spent on services to be contracted out?

None

- 5) How long have the services been contracted out?

3 1/2 yrs.

- 6) Will contract services meet goals of MBE/WBE Ordinance?

Yes

Robert E. Haslam
Department Representative
Robert E. Haslam

Telephone: 554-9873

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Item 18 - File 25-95-5

Note: This item was continued by the Government Efficiency & Labor Committee at its meeting of May 9, 1995.

Department: Real Estate Department

Item: Resolution concurring with the Controller's certification that security services for 25 Van Ness Avenue can be practically performed by a private contractor for lower cost than similar work services performed by City and County employees.

Services to be Performed: Security Guard Services

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for security guard services at the 25 Van Ness office building would result in the following estimated savings for FY 1995-96:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City-Operated Service Costs</u>		
Salaries	\$117,473	\$138,685
Fringe Benefits	<u>39,015</u>	<u>42,827</u>
Total	\$156,488	\$181,512
 <u>Contractual Services Cost</u>	 <u>90,666</u>	 <u>90,666</u>
 <u>Estimated Savings</u>	 \$ 65,822	 \$ 90,846

Comments:

1. The security guard services at 25 Van Ness Avenue have been contracted out, continuously, since 1991 as allowed under Section 8.300-1 of the Charter of the City and County of San Francisco.
2. The current two-year contract, which expires on September 30, 1996, is with McCoy's Patrol Service, an MBE firm. According to Mr. Steve Alms of the Real Estate Department, McCoy's Patrol Service was one of four bidders for the contract that began on October 1, 1994. Mr. Alms

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indicates that McCoy's Patrol Service does not provide health care benefits for their employees.

3. The Contractual Services Cost used for the purpose of this analysis is the current contractor's estimated cost for security services for Fiscal Year 1995-96.

4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

5. Mr. Alms reports that the building at 25 Van Ness Avenue is approximately two thirds occupied by City offices and one third occupied by private sector tenants. The City offices include the Arts Commission, Commission on Aging, Commission on the Status of Women, Human Rights Commission, Department of Public Health's AIDS Office, Department of Parking and Traffic, Public Guardian, Real Estate Department, Rent Arbitration Board, Sheriff's Investigative Services Division, Unreinforced Masonry Building (UMB) Seismic Safety Task Force, Mayor's Youth Forum and Tax Collector's Business Tax Office.

Recommendation: Approval the proposed resolution is a policy matter for the Board of Supervisors.

900-2: Charter 8.300-1 (Proposition J) Questionnaire

Charter 8.300-1 (Proposition J) Questionnaire

Department Real Estate

For time Period 10/1/94-9/30/96

Contract Services Security

- 1) Who performed services prior to contracting out?

Not applicable. City purchased 25 Van Ness in November 1991. A private contractor provided security services.

- 2) Number of City employees laid off as a result of contracting out?

None

- 3) If the employees were not laid off as a result of contracting out, what happened to them?

N/A

- 4) What percent of a City employee's time is spent on services to be contracted out?


None

- 5) How long have the services been contracted out?

3-1/2 years

- 6) Will contract services meet goals of MBE/WBE Ordinance?

Yes



Department Representative
Steve Alms

Telephone: (415) 554-9865

Item 19 - File 39-95-1

Item: Hearing transmitting a copy of the report issued by the 1994-95 Civil Grand Jury entitled "Findings and Recommendations Concerning Off-Street Parking, Department of Parking and Traffic, San Francisco".

Description: This item is a hearing to consider transmitting the above-mentioned final report of the 1994-95 Civil Grand Jury of the City and County of San Francisco. The report would be transmitted from the Board of Supervisors to the Presiding Judge of the Superior Court.

The 1994-95 Civil Grand Jury reviewed the administration of City-owned garages by the Department of Parking and Traffic's (DPT) Off-Street Parking Division. The Grand Jury found that the DPT is "moving with reasonable haste" to implement the recommendations of the Budget Analyst made in the Management Audit of City Owned Garages, which was submitted to the Parking and Traffic Commission in November of 1993. The Grand Jury made the following recommendations:

- The DPT should complete the implementation of recommendations made in the "Report to the San Francisco Parking and Traffic Commission by the Board of Supervisors Budget Analyst, November, 1993."
- There should be regularly scheduled monthly meetings among representatives from the five or more departments involved with the operation of the City-owned garaged.
- The DPT, in conjunction with the other participating departments, should move quickly to develop methods for ensuring accountability.
- The City should take action to carry out its objectives in a timely manner. The City should comply with its own contracts.
- Consistent, appropriate, penalties should be specified in the Management Agreements between DPT and the parking garage operators. Repetitive non-compliance should be grounds for disqualification from future contracts.

- An additional staff person should be hired -- or transferred -- in the DPT to assure the Management Agreements are followed.
- A cost/benefit analysis should be done quickly to determine if daily deposits of all garage receipts can enhance net revenue returns to the City.

Comments:

1. The Budget Analyst's 1994 management audit of City-Owned Garages included a recommendation that the Parking and Traffic Commission and all Non-Profit Parking Corporations include detailed performance specifications and reporting requirements with penalty clauses in all management contracts with operators. This recommendation is consistent with the Civil Grand Jury's recommendation that consistent, appropriate penalties should be specified in the management agreements.

2. The Budget Analyst's 1994 management audit also included a recommendation that the Parking and Traffic Commission add one FTE professional position in the Off-Street Parking Division to develop performance specifications, assist in bid preparation and evaluation, develop inspection checklists, carry out twice-monthly inspections, and other tasks related to analysis of parking rates and marketing of parking facilities. This recommendation is consistent with the Civil Grand Jury's recommendation that an additional staff person be hired or transferred to assure that the management agreements are followed.

3. The 1994 management audit recommended converting the City's leases with certain parking facilities to management contracts. One advantage of the management contracts is to improve revenue control through daily deposit of parking facility revenues to a City account. The Civil Grand Jury report states that, although the DPT has included such a provision in new management agreements, an amendment to at least one of the agreements has been approved by the Parking and Traffic Commission to shift from daily deposits to bi-monthly deposits of parking facility revenues to City accounts, in order to reduce the City's processing costs. The Budget Analyst took note of such potential processing costs in the management audit, and suggested that the Department of Real Estate (DRE), which must process the deposits, investigate the feasibility of using a lock box service at a commercial bank to perform this service if the increased workload proved to be excessive to the DRE. The Civil Grand Jury recommends that the DPT conduct a cost/benefit

analysis to determine if daily deposit of all garage receipts can enhance net revenue returns to the City, taking into account the processing costs.

4. The Presiding Judge of the Superior Court impanels the Civil Grand Jury. State law requires the Board of Supervisors to submit comments on the Civil Grand Jury's reports to the Presiding Judge. Therefore, a resolution to transmit the Civil Grand Jury report and the comments of the Board of Supervisors to the Presiding Judge of the Superior Court should be prepared in and reported out of the Government Efficiency and Labor Committee.

5. The Clerk of the Board requested that the Executive Director of the DPT submit a written report on each of the recommendations found in the Civil Grand Jury's report to the Board of Supervisors by May 19, 1995. The Department's response, submitted on May 17, 1995, is in the file.

6. The Civil Grand Jury report did not include cost estimates or savings estimates related to implementation of its recommendations.

Recommendation: Prepare in and report out a resolution for the Board of Supervisors to transmit the Civil Grand Jury Report and the Board of Supervisors comments to the Presiding Judge of the Superior Court.

Item 20 - File 162-95-1

- Department:** Chief Administrative Officer (CAO)
- Item:** Hearing transmitting communications from the CAO regarding the 1995 Joint Annual Fundraising Drive.
- Description:** Section 16.93-1 of the San Francisco Administrative Code states that deductions from employee pay warrants for charitable organizations shall only be withheld based upon authorizations made by employees in the Annual Joint Fundraising Drive. Section 16.93-3 requires the CAO to review all applications from charitable organizations to participate in the Annual Joint Fundraising Drive and to recommend to the Board of Supervisors whether applicants qualify to participate in accordance with criteria set forth in Section 16.93-2.
- In this communication, the CAO states that his office has reviewed the four charitable organizations that have applied to participate in the City's 1995 Annual Joint Fundraising Drive in accordance with the criteria delineated in Section 16.93-2. The CAO reports that all four charitable organizations comply with the Section 16.93-2 criteria. The CAO's summary of findings regarding the City's criteria and the four applicant charitable organizations is attached.
- Section 16.93-4 of the Administrative Code also requires the Board of Supervisors to designate, by resolution prior to June 1, 1995, those agencies that qualify to participate in the City's 1995 Annual Joint Fundraising Drive. The four charitable organizations that have applied to participate in the 1995 Annual Joint Fundraising Drive are as follows:
- Bay Area Black United Fund (BABUF)
Combined Health Appeal of California
The Progressive Way
United Way of the Bay Area
- Comments:** The Board of Supervisors previously approved an amendment to Section 16.93-4 of the Administrative Code changing the final date for the Board to designate those agencies that qualify to participate in the Annual Joint Fundraising Drive from May 1, 1995 to June 1, 1995 for the calendar year 1995 only (File 97-95-17).
- Recommendation:** Prepare in and report out a resolution designating the four qualifying charitable organizations to participate in the City's 1995 Annual Joint Fundraising Drive, as listed above.

SUMMARY OF FINDINGS

1995 Review of Applications To Participate in Annual Fundraising Drive

SUMMARY OF METHODOLOGY AND FINDINGS

Our review consisted of an examination of the materials provided in File 162-95-001 and telephone conversations with representatives from applicant organizations. We were advised by Deputy City Attorney Ted Lakey that telephone inquiries were appropriate to clarify information supplied by the applicants. This is the same method we have used in past years to prepare this report to the Board of Supervisors.

All four organizations that applied for participation in the 1995 Joint Fundraising Drive were in compliance with the criteria established by the Board of Supervisors as delineated in the Administrative Code.

CRITERIA

Following is a list of the criteria established by the Board of Supervisors and information as to how the applicants met each requirement.

Criterion A: Be a federated agency representing 10 or more charitable organizations of which at least 50 percent shall represent organizations located in the counties of San Francisco, San Mateo, Santa Clara, Alameda, Contra Costa, and Marin.

According to the City Attorney, "located in the counties" may be defined as having offices, fundraising, or otherwise doing business in those counties.

1. Combined Health Appeal of California

CHA represents 34 national health agencies. CHA reported to us that at least 50% of the participating organizations have offices in the requisite counties.

Summary of Findings
1995 Review of Applications

Page two

2. The Progressive Way

Progressive Way represents 41 organizations. The applicant reports that over 50% of the participating organizations have offices in the Bay Area.

3. Bay Area Black United Fund

Bay Area Black United Fund represents approximately 25 organizations, all of which are located in the Bay Area.

4. United Way of the Bay Area

United Way represents 337 organizations. United Way reports that all of the organizations meet the county criteria.

Criterion B: Certify to the Board of Supervisors that the Federal Internal Revenue Service has determined that contributions to all of the represented charitable organizations are tax deductible.

Based on consultation in years past with the City Attorney, we have concluded that all the applicants complied with this requirement.

All applicants either stated in letters to the Board of Supervisors or confirmed by telephone that they are in compliance with the requirements of Section 16.93-1, which constitutes "certification."

Criterion C: The federated agency must have been in existence with 10 or more qualified charities for at least one year prior to the date of application and provide satisfactory evidence to that effect at the time of filing an application with the Board.

Summary of Findings
1995 Review of Applications

Page three

This criterion was met by all agencies in that they were in existence during the fundraising campaign of 1994, over one year ago.

Criterion D: The federated agency must submit its most recent certified audit at the time of filing an application with the Board.

All agencies provided these documents, as detailed below.

1. Combined Health Appeal of California provided a report on examination of financial statements prepared by Rooney, Ida, Nolt and Ahern dated June 30, 1994.
2. The Progressive Way supplied financial statements and a report of a certified public accountant an independent auditor's report from Angelino P. Cayan, CPA, dated December 31, 1993.
3. Black United Fund provided financial statements and an independent auditor's report by Williams, Adley & Company, dated December 31, 1993 and June 17, 1995, June 12, 1992, respectively.
4. United Way provided financial statements and an independent auditor's report by Hood and Strong, CPAs, dated June 30, 1994.

Criterion E: Agencies that wish to participate in the Annual Drive are required to submit applications to the Board of Supervisors that include all information that may be relevant to the criteria listed in the Section.

As stated earlier in this report, the City Attorney advised that the applications may be considered complete though clarification may have been necessary to conduct this review.

Therefore, all applicants were in compliance with Criterion E.

Item 21 - File 51-95-1

Item: This item is a hearing transmitting claims of employees, from various departments for reimbursement for the cost of personal property, of City and County employees, which was damaged or stolen in the line of duty in January, February, March of 1995.

Description: Section 10.25-1 of the Administrative Code authorizes the Controller to provide reimbursement to City employees to recover part or all of the costs of replacing or repairing equipment or property which has been damaged or destroyed in the line of duty without the fault of the City employees. The Controller recommends reimbursement after reviewing the claim and after reviewing the Department Head's certification that the damage occurred in the line of duty and that the amount certified for payment is fair and reasonable.

Of the eight employee claims submitted, the Controller's Office has denied four claims, has no recommendation for one claim, and has recommended that two claims be paid in full and one claim be partially paid.

Comments: 1. The Controller has certified that funds are available for these employee reimbursements from the Claims and Judgments General fund account, included in the 1994-95 budget.

2. The Controller has submitted a resolution authorizing reimbursement totaling \$387.69 for the cost of personal property of the City and County employees as shown in the Attachment.

Recommendation: Prepare in and report out the resolution as submitted by the Controller's Office authorizing payment of the subject claims.

REIMBURSEMENT FOR DAMAGED OR STOLEN
PERSONAL PROPERTY OF CITY EMPLOYEES

Date: May 23, 1995
File No. 51-95-1

<u>Department</u> <u>Claimant</u>	<u>Amount</u> <u>Claimed</u>	<u>Controller's</u> <u>Recommend</u>	<u>Comments</u>	<u>Gov't Efficiency &</u> <u>Labor Committee</u> <u>Approved</u>
<u>Recreation & Park</u> Robert Benetti	180.00	180.00	Stolen boonbox - allow as item used in work performance.	
<u>City Attorney</u> Alex Clemens	106.00	0.00	Broken antenna - disallow as employee deductible should cover loss. Employee should also be able to claim loss from public parking facility.	
<u>Public Health</u> Arlene Brown	187.69	187.69	Stolen Stethoscope - allow as item used in work performance.	
<u>Public Health</u> Uriel Chamorro	263.90	0.00	Broken auto glass - disallow as automobile was not being used in performance of job duties.	
<u>Board of Supervisors</u> Marjorie Lamug	40.00	20.00	Torn overalls - allow as clothing damaged in special move assignment. Depreciate 50% for age of item.	
<u>Public Health</u> Ashley Peterson	200.00	0.00	Stolen raincoat - disallow as item not necessary in performance of job duties.	
<u>Public Health</u> Ashley Peterson	150.00	0.00	Stolen organizer/calander - disallow as following theft incident seven days earlier employee failed to exercise reasonable judgment in securing materials.	
<u>Public Library</u> Seema Grover	1,111.00	N/A	Stolen purse, personal effects & cosmetics - no recommendation as dollar value of lost property appears excessive.	
	=====	=====		=====
	2,238.59	387.69		

Item 22 - File 65-95-4

- Department:** Port Commission
- Item:** Ordinance approving Third Amendment to lease between the San Francisco Port Commission and Pier 33 Inc., for real property in the Pier 33 Bulkhead Building, located at Bay and the Embarcadero.
- Property Location:** Pier 33 Bulkhead Building, at Embarcadero and Bay Streets
- Description:** The proposed ordinance would amend a lease between the Port Commission and Pier 33, Inc. in order to facilitate the lessee's refinancing of a leasehold mortgage and to modify the rental terms to lower the threshold for payment of percentage rent, to provide greater returns to the City.
- Pier 33 Inc. leases the Pier 33 Bulkhead Building from the Port, which is located at Embarcadero and Bay Street, and contains ground floor restaurant space and office space on the second and third floors.
- The Pier 33 Bulkhead Building was originally leased to Embarcadero Enterprises, Inc. in 1980. In 1984, the lease was assigned to Pier 33, Inc., and the term extended to June 12, 2014. Pier 33, Inc. obtained a leasehold mortgage in 1985 for the purpose of financing improvements to the bulkhead building, which now consists of 4,300 square feet of ground floor restaurant space and 8,600 square feet of office space on the second and third floors. Pier 33, Inc. is in default under its original loan (although the company is in compliance with the terms of the Port lease), and now wishes to refinance the leasehold mortgage.
- The proposed ordinance would provide the following amendments to the lease in order to satisfy the requirements of Wells Fargo Bank, the new lender:
- √ An existing provision of the lease would allow the Port and Pier 33, Inc. to modify or surrender the lease upon mutual agreement, after giving the lender 30 days' notice. In order to protect the new lender's leasehold security, the proposed ordinance would amend the lease to require the prior written consent of the lender to any such mutually agreed upon surrender, modification, assignment or transfer of the lease.

√ A provision would be added to the lease stating that, in the event that the Port Commission decides to redevelop Pier 33 prior to the June 12, 2014 date when the lease expires, the Port would, in addition to giving Pier 33, Inc. one year's notice, agree to pay the lender the principal loan balance on the date of lease termination. This amount could not exceed the amount to be funded under this refinancing (\$546,000).

In addition to these amendments which are being added for the benefit of the new lender, the proposed ordinance would change the method of calculation of percentage rent under the lease. Under the existing lease, Pier 33, Inc. pays a base monthly rental amount (currently \$3,939.55). Pier 33, Inc. would commence to pay percentage rent, in addition to the base rent, when the total of ten percent of their gross receipts from the sale of alcoholic beverages, 8 percent of their gross receipts from food sales and 10 percent of their gross receipts from all other uses exceeds the base rental amount. Mr. Kirk Bennett of the Port states that this existing lease provision means that the effective breakpoint for payment of percentage rent is approximately \$45,000 in gross receipts per month.

√ The proposed ordinance would lower the breakpoint for payment of percentage rent to the point at which Pier 33, Inc. receives in excess of \$27,500 in gross receipts per month, as compared with approximately \$45,000 under the existing lease. In other words, Pier 33, Inc. would be required to commence payment of percentage rent after achieving approximately 60 percent of the gross receipts level as that provided under the existing lease. Under such circumstances, Pier 33, Inc. would be required to pay the Port percentage rent of 30 percent of gross receipts received in excess of \$27,500, in addition to the base rent.

Comments:

1. Mr. Neil Sekhri, attorney for the Port Commission, states that the proposed amendment requiring written approval from the lender for modification or surrender of the lease would not limit the Port's ability to terminate the lease if the lessee defaults on the terms of the lease. The existing lease requires that, under such circumstances, the Port provide the lender with 30 days to commence to cure the default. Mr. Sekhri advises that the proposed new provision requiring written consent of the lender applies only to cases in which the Port and the lessee mutually agree to alter the lease, as opposed to a case of default (See attached letter from the Port).

2. Mr. Sekhri states that the Port has no plans at this time to redevelop this property prior to the expiration of the lease in 2014. Mr. Kirk Bennett of the Port states that the provision for payment of the principal loan balance upon early termination by the Port because of a redevelopment project is reasonable, given that tenant, Pier 33, Inc., has invested over \$700,000 in leasehold improvements to the Bulkhead Building. (See attached letter from the Port.)

3. Mr. Bennett reports that the proposed changes to the breakpoint and calculation of the percentage rent constitute a significant improvement for the Port, as these changes would provide percentage rent to the Port more quickly, and would approximately triple the amount of the percentage rent due the Port once the breakpoint in gross receipts has been reached. Therefore, there is a greater potential for increased revenues for the Port under the lease amendment, as contained in the proposed ordinance.

Recommendation: Approve the proposed ordinance.

PORT OF SAN FRANCISCO



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Writer

May 19, 1995

VIA FACSIMILE

Debra Newman
City & County of San Francisco
Board of Supervisors Budget Analyst
1390 Market Street, Suite 1025
San Francisco, CA 94102

Re: Port Lease L-10446 with Pier 33 Inc.

Dear Ms. Newman:

This letter is in response to the questions raised by the Budget Analyst regarding the proposed Third Amendment to the captioned lease.

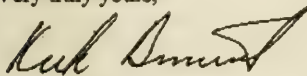
1. As indicated by Neil Sekhri, Deputy City Attorney, the proposed amendment requires written approval from the lender for a mutual agreement between the Port and Pier 33, Inc. ("Tenant") to modify or terminate the subject lease, thereby protecting the lender from the possibility of the parties modifying or terminating the lease so as to jeopardize the security for its leasehold loan. As confirmed by Neil Sekhri, this amendment would not limit the Port's ability to terminate the subject lease if Tenant defaults on the lease.
2. One of the concessions granted to the Port in return for the above request is a proposed amendment granting the Port the right to terminate the lease in the event the Port decides to redevelop Pier 33 prior to the expiration of the lease in 2014. This provides a mechanism for the Port to terminate the subject lease to avoid it becoming an obstacle for a possible redevelopment. In order to terminate the lease, the Port would be required to pay the lender the principle loan balance on the date of the lease termination, which amount would not exceed the original \$546,000 amount of the new loan. In reviewing the Port building permit records, the Tenant has invested over 700,000.00 in leasehold improvements to the leased premises. In my opinion, the current value of these leasehold improvements exceeds the proposed \$546,000.00 principle of the new loan.

Debra Newman
May 19, 1995
Page 2 of 2

3. The proposed amendment will give the Port the additional benefits of significantly lowering the breakpoint for payment of percentage rent and increasing the percentage rent that is to be paid to the Port above this breakpoint.

Please do not hesitate to call me if you have any additional questions regarding this proposed amendment.

Very truly yours,



Kirk Bennett, CPM, Manager
Fisherman's Wharf

cc: Frederick D. White

G:\users\tenant\letters\newman.kb\KB\jcf\May 19, 1995

Item 23 - File 97-95-15

- Department:** Department of Human Resources
- Item:** Ordinance amending the Administrative Code Section 16.42 and deleting Section 16.43 regarding membership criteria for the Retirement System.
- Description:** The proposed ordinance would delete the current Sections 16.42 and 16.43 and create a new Section 16.42 of the City's Administrative Code concerning the criteria for membership in the City's Retirement System.
- According to the proposed ordinance, employees eligible to become members of the City's Retirement System and their proposed effective dates of membership would be as follows:
- All employees certified from a Civil Service list for permanent employment would become members effective on the appointment date;
 - All employees appointed to a full-time permanent Civil Service exempt position would become members effective on the appointment date;
 - All employees who have earned not less than 1,040 hours of compensation during any 12-month period shall become members effective on the date following the date that the employee earns 1,040 hours of compensation or on May 5, 1995, whichever occurs first.
- Comments:**
1. Under the current provisions of the City's Administrative Code, only employees who are in permanent or exempt Civil Service positions are eligible for the City's Retirement System. The proposed ordinance would enable all temporary employees, who work at least half-time (1,040 hours), in a given year to become eligible for the City's Retirement System.
 2. There are specific references in the proposed ordinance that members of boards and commissions, prison inmates and independent contractors would not be eligible for the City's Retirement System. The proposed ordinance would not provide any additional City Retirement System benefits for members of the Board of Supervisors.

3. According to Mr. Jeff Rothman of the Department of Human Resources, the Service Employees International Union (SEIU) arbitration award of July 1, 1994 included a provision for temporary employees who worked at least 1,040 hours in a given year to become members of the City's Retirement System. In addition, Mr. Rothman indicates that Local 21 has recently negotiated to permit their temporary employees who work more than half-time to become members of the City's Retirement System.

4. Ms. Clare Murphy of the City's Retirement System reports that the provisions of negotiated agreements with labor unions need to be incorporated through Sections 16.42 and 16.43 of the City's Administrative Code, which legally defines who is a member of the City's pension plan. However, according to Ms. Murphy, it would be impossible to track and manage the City's Retirement System for only those employees who are members of SEIU or Local 21, because employees often change classifications and positions several times during the course of their employment. As a result, the proposed ordinance would extend the City's Retirement System benefits to all temporary employees who work more than 1,040 hours per year.

5. According to Mr. John Madden of the Controller's Office, it is estimated that there are 2,130 City and County temporary employees that would be extended pension benefits by the proposed ordinance. More than one-half, or approximately 55 percent of these employees are currently represented by SEIU or Local 21, such that approximately 1,172 of these employees currently have these provisions included in negotiated agreements with the City. Therefore, an estimated 958 City employees would be extended this pension benefit through the proposed ordinance. Mr. Rothman reports that the Department of Human Resources has noticed all of the unions and met and conferred with their representatives regarding the proposed change.

6. Mr. Madden estimates that the proposed ordinance would ultimately result in an additional \$12.7 million of increased annual retirement costs for the City, beginning in FY 1996-97. According to Mr. Madden, approximately \$9,978,000, or 78 percent of these costs would be additional General Fund expenses. However, because the City's portion of the pick-up of retirement costs are lower for FY 1995-96, Mr. Madden estimates the cost to the City's General Fund would be approximately \$6.7 million in FY 1995-96. Ms. Teresa Serata

of the Mayor's Office reports that these costs have not been included in the Mayor's projected budget for FY 1995-96.

7. There are currently a total of approximately 18,000 miscellaneous employees in the City's Retirement System, which costs the City approximately \$154 million annually. Under the present provisions, the City contributes approximately five percent of miscellaneous employees salaries for the City's Retirement contribution, 4.75 percent for the City's additional pick-up contribution (which will increase to 7.5 percent in FY 1996-97) and 6.2 percent for Social Security benefits. Currently, temporary employees are not included in these contributions. Under the proposed ordinance, temporary employees would be eligible for all of these same provisions for contribution.

8. The proposed ordinance includes a date of May 5, 1995 as the effective date for temporary employees to become members, if they have already worked 1,040 hours. Mr. Rothman indicates that as a result of ongoing negotiations with SEIU, that date should be changed to July 1, 1995. Therefore, the proposed ordinance should be amended to reflect this July 1, 1995 date.

9. According to Mr. Dan Maguire of the City Attorney's Office, in accordance with Section 16.29-5 of the City's Administrative Code, for purposes of retirement benefits, the City and County of San Francisco includes the San Francisco Community College District and the San Francisco Unified School District. Therefore, if the Board of Supervisors approves the proposed ordinance, this provision will extend retirement benefits to the two school districts' temporary employees. However, Mr. Maguire reports that the Board of Supervisors could amend the proposed legislation to exclude the two school districts from the proposed legislation.

10. Mr. Peter Goldstein of the Community College District reports that the proposed extension of retirement benefits to temporary employees who work more than half-time is estimated to result in additional costs of approximately \$200,000 annually for the District. According to Mr. Goldstein, as of the writing of this report, the Community College District's Board of Trustees has not had an opportunity to consider this matter.

11. Mr. Robert Golton of the San Francisco Unified School District reports that as of the writing of this report, the School District has not determined the costs to the District of the proposed legislation. The Unified School District Board has also not had an opportunity to review this matter.

- Recommendations:**
1. Amend the proposed ordinance to change the effective date from May 5, 1995 to July 1, 1995.
 2. Approval of the proposed ordinance, as amended, is a policy matter for the Board of Supervisors. It should be noted that if the proposed ordinance is approved, it will result in an additional estimated \$6.7 million of General Fund expenses in FY 1995-96, increasing to approximately \$10 million in future years.

Item 24 - File 106-95-6

Department: Department of Human Resources (DHR)

Item: Resolution ratifying the FY 1995-96 Pay Equity Study as certified by the Human Resources Director.

Description: The Board of Supervisors previously approved (1) a resolution ratifying the Memorandum of Understanding (MOU) with the Service Employees International Union, AFL-CIO, Locals 250, 535, and 790, for the period retroactive from July 7, 1994 through June 30, 1997 (File 93-94-29) and (2) an ordinance adopting the fiscal provisions contained in this MOU (File 93-94-29.1). This MOU covers over 12,000 City employees in 445 employee classifications and is for the period July 7, 1994 through June 30, 1997

The above-noted MOU contains a provision which requires the DHR to conduct a Pay Equity Study and to implement pay equity increases for Fiscal Years 1995-96 and 1996-97. In accordance with this provision, the DHR has conducted the Pay Equity Study. This Study is based upon a pay equity survey which compares City classifications disproportionately occupied by minorities and women and City classifications not disproportionately occupied by minorities and women, with those of other jurisdictions. The methodology utilized for this survey was the same methodology used for previous pay equity surveys, which have been transmitted to the Board of Supervisors on an annual basis since 1987.

The Director of Human Resources certified the Pay Equity Study on April 26, 1995.

The Pay Equity Study consists of the following:

(1) An update, with new salary data, of relevant survey data used to identify pay equity differentials, based on point evaluation pay equity studies conducted in Santa Clara County, the City of Concord, the Sacramento Unified School District and the State of Washington.

(2) Updated appendices of the City's work force composition as of June 30, 1993, including the percentage of women and minority representation by salary, benchmark and job classification, and the percentage of all groups in the workforce.

(3) An updated publication of the pay equity differential booklet.

2. The Pay Equity Study itself does not provide for any pay adjustment, but simply identifies pay gaps which set a ceiling for any pay equity adjustment. The Study is primarily used as one basis by the Employee Relations Division of the DHR to negotiate pay equity agreements with public employee organizations.

3. As noted above, the Board of Supervisors previously approved the MOU with the Service Employees International Union (SEIU), Locals 250, 535 and 790 and the fiscal provisions of this MOU. The MOU provides that for Fiscal Years 1995-96 and 1996-97, the City will pay an additional amount not to exceed \$3 million for each fiscal year to fund pay equity adjustments for the employees covered under this MOU.

Comments:

1. The Controller's Office previously estimated that the pay equity adjustments provided for under the MOU between the City and the SEIU, Locals 250, 535 and 790 would cost the City an additional \$4,200,000 for Fiscal Year 1995-96 and Fiscal Year 1996-97. The Budget Analyst concurs with the Controller's estimate regarding these costs.

2. Mr. John Madden of the Controller's Office reports that the Controller's Office will place a maximum of \$3 million on reserve for FY 1995-96 for payment of the pay equity adjustments.

Recommendation: Approval of the proposed resolution is a policy matter of the Board of Supervisors.

Items 25 and 26 - Files 93-95-20.2 and 93-95-20.3

Item: Item 25 - File 93-95-20.2 Resolution ratifying an amendment to the Memorandum of Understanding (MOU) between the Building Material and Construction Teamsters, Local No. 216, and the City, to correct a clerical error.

Item 26 - File 93-95-20.3 Ordinance amending Ordinance No. 130-95 implementing the fiscal provisions of the MOU between the Building Material and Construction Teamsters, Local 216 and the City for the period July 1, 1995 through and including June 30, 1998.

Description: This MOU was ratified by the Board of Supervisors and its fiscal provisions implemented by ordinance in April of 1995 (Files 93-95-20 and 93-95-20.1). However, the MOU was later found to contain clerical errors which are corrected by the proposed legislation.

During the collective bargaining process regarding this MOU, the City and Local 216 used standard contract language which had been developed in negotiation processes with other unions. The contract text contained a provision which was not part of the agreement between the City and Local 216, but which was inadvertently left in the text of the MOU when it was submitted to the Board of Supervisors for approval. Specifically, the text of the MOU contained a section providing for premium pay for employees when their work involves contact with sewage. This provision is not part of the agreement between the City and Local 216. The proposed ordinance (File 93-95-20.3) deletes this provision and corrects other typographical errors, and the proposed resolution (File 93-95-20.2) ratifies the MOU including the deletion and corrections.

Recommendation: Based on the previous approval of the MOU between the City and Local 216 by the Board of Supervisors, approve the proposed legislation.

Item 27 - File 13-95-9

Note: This item was continued from the April 25, 1995, Government Efficiency and Labor Committee meeting to the May 23, 1995 meeting.

Item: Resolution opposing the proposed nationwide rescission of \$349.2 million, by the U.S. Congress, of Federal Community Development Block Grant and other Housing and Urban Development monies; directing the Clerk of the Board of Supervisors to transmit a copy of this resolution to the National Association of Counties, the Association of Bay Area Governments, and the California State Association of Counties for presentation to the U.S. House of Representatives and Senate; that all actions necessary and appropriate to carry out the intent of this resolution to be taken as speedily as possible.

Description: In March and April of 1995, the U.S. House of Representatives and the U.S. Senate respectively, presented separate proposals for the rescission of 1995 Housing and Urban Development (HUD) monies, including Community Development Block Grant (CDBG) funds, which have been allocated on a nationwide basis. The proposed rescission could affect up to 13 Federal programs funded by HUD. In May of 1995, a joint Conference Committee of the U.S. House of Representatives and U.S. Senate is scheduled to convene in order to reconcile the differences between the two rescission proposals. A summary of the reductions proposed by the U.S. House of Representatives and the U.S. Senate, including the impact on San Francisco for both proposals, is as follows:

Summary of HUD Rescissions (in millions)

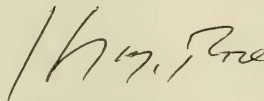
	<u>U.S. House of Representatives</u>	<u>Impact on San Francisco</u>	<u>U. S. Senate</u>	<u>Impact on San Francisco</u>
HOPWA*	\$186.0	\$12.4	\$0.0	\$0.0
CDBG**	349.2	2.0	0.0	0.0
Special Purpose Grant	70.0	5.5	106.0	0.0
Incremental Rent Asst.	2,694.0	38.5	2,400.0	38.5
Public Housing Modernization	1,157.0	9.4	615.0	5.0
Public Housing Operating Subsidy	404.0	3.3	0.0	0.0
Housing Preservation	465.0	***	465.0	***
Severely Distressed Public Housing	523.0	NA	0.0	NA
Public Housing Construction	690.1	NA	451.0	NA
Drug Elimination Grants	32.0	0.180	0.0	0.0
Housing Counseling	38.0	0.315	38.0	0.315
Youthbuild	38.0	NA	0.0	0
Lead Based Paint	90.0	NA	90.0	NA
Total	\$6,736.3	\$71.595	\$4,165.0	\$43.815
	(\$6.7 billion)	(\$71.6 m)	(\$4.1 billion)	(\$43.8 m)

Memo to Government Efficiency and Labor Committee
May 23, 1995 Government Efficiency and Labor Committee Meeting

- * Housing Opportunities for People with Aids
- ** Community Development Block Grant
- ***see the Attachment for details

Comment: The Attachment, provided by Mr. Bernhard Gunther of the Mayor's Office of Community Development, contains a description of the proposed U.S. House of Representative and U.S. Senate rescissions, and includes an explanation of the fiscal impact on San Francisco if these rescissions are approved.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.



Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Ammiano
Supervisor Teng
President Shelley
Supervisor Kaufman
Supervisor Migden
Supervisor Alioto
Supervisor Bierman
Supervisor Hsieh
Supervisor Kennedy
Supervisor Leal
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

To: MICHELLE RUSSELL
Fr: BERNARD (SS4-B187)
3 PAGES

HOUSING AND COMMUNITY DEVELOPMENT PROGRAMS

-- HOPWA

HOUSE: \$186 million (\$12.4 million)

SENATE: \$0

The House retroactively eliminates the HOPWA program, while the Senate does not touch the program. The House cut translates in to a loss of \$12.4 million for San Francisco.

-- CDBG

HOUSE: \$349.2 million (\$2 million)

SENATE: \$0

The House rescinds \$349 million in the CDBG program, while the Senate does not touch this program. The House cut would cost San Francisco approximately \$2 million (estimates ranged between \$1.7 million and \$2.2 million).

-- Special Purpose Grants

HOUSE: \$70 million

SENATE: \$106 million

The House and Senate both made a cut in Special Purpose Grants; the House cut \$70 million while the Senate cut \$106 million. The House cut is specific to grants made in FY 1993 and prior. San Francisco had two outstanding grants -- one for \$4 million in homeless substance abuse facilities/services, and one for \$1.5 million for mentally disabled homeless. Both of these grants have been approved by HUD at the area and regional offices, and final HUD approvals were in place prior to rescission legislation. Accordingly, these should rightfully be considered as legally obligated, and not subject to the \$70-\$106 million recapture/rescission in the House and Senate bills.

-- Incremental Rental Assistance

HOUSE: \$2.694 billion

(Section 8 -- \$28 million/575 units, Homeless \$3 million/50 units and AIDS \$7.5 million/160 vouchers)

SENATE: \$2.4 billion

(Section 8 -- \$28 million/575 units, Homeless \$3 million/50 units, and AIDS \$7.5 million/160 vouchers)

The House and Senate cut close to the same amount from incremental rental assistance; the House, retroactively eliminates \$2.4 billion in a wide range of incremental rental assistance programs, compared to \$2.7 billion rescission in the House. The cut made to incremental rental assistance translate into the following for San Francisco: a loss of \$28 million for 575 units of Section 8 housing, \$3 million for 50 units of Section 8 rental

assistance for homeless families, and \$7.5 million for 160 vouchers for people with AIDS.

-- Public Housing Modernization

HOUSE: \$1.157 billion (\$9.4)

SENATE: \$615 million (\$5)

Both the House and Senate cut Public Housing Modernization funds, the House cuts much deeper. The House cut would translate into a loss of \$9.4 million in critical public housing funds for San Francisco, compared to the loss caused by the Senate of approximately \$5 million for San Francisco.

-- Public Housing Operating Subsidy

HOUSE: \$404 million (\$3.3 million)

SENATE: \$0

The Senate did not agree with the House rescission of \$404 million in Operating Subsidies. The House cut would mean a loss of \$3.3 million for San Francisco.

-- Housing Preservation

HOUSE: \$465 million (456 units of affordable housing)

SENATE: \$465 million -- delay obligation

The House cut \$465 million from the preservation program, while the Senate delays the obligation of the \$465 million. The housing preservation rescission in the House-passed bill could affect 456 units of affordable housing in San Francisco. The Senate's proposal, as noted above, is a deferral of these funds for the time being. The effect could be essentially the same, however.

-- Severely Distressed Public Housing

HOUSE: \$523 million

SENATE: \$0 million

The Senate did not agree with the House rescission of \$523 million in Severely Distressed Public Housing funds. This is a critical program for San Francisco, therefore, the ultimate impact of these public housing cuts must still be determined.

-- Public Housing Construction

HOUSE: \$690.1 million

SENATE: \$451 million

The House and Senate both cut Public Housing Development; the House by \$690.1 million and the Senate by \$451 million. The impact of these cuts is now being more carefully assessed by the city and the county.

-- Drug Elimination Grants

HOUSE: \$32 million (\$180,000)

SENATE: \$0

The House bill cuts the Drug Elimination program, but the Senate does not rescind Drug Elimination Grant funding for public and assisted housing. The House cut jeopardized about \$180,000 in grants for the city and county.

-- Housing Counseling

HOUSE: \$38 million (\$315,000)

SENATE: \$38 million (\$315,000)

Both the House and Senate cut the Housing Counseling program by \$38 million. The cut comes from a total of \$50 million which was appropriated in FY 1995. The cut would mean a loss of \$315,000 to San Francisco.

-- Youthbuild

HOUSE: \$38 million

SENATE: \$0

The House has recommended a rescission of \$38 million to the Youthbuild program while the Senate has left Youthbuild alone. This is a discretionary grant program, if the House cut were accepted less grant would be made.

-- Lead Based Paint

HOUSE: \$90 million

SENATE: \$90 million

Both the House and Senate cut virtually all HUD-based FY 1995 outstanding funds for Lead Based Paint Grants. The cut to this program will eliminate an entire competition from being held, and grants being awarded.

2
5/23/95

CALENDAR

REGULAR MEETING
GOVERNMENT EFFICIENCY AND LABOR COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, MAY 23, 1995 - 1:00 P.M.

Veterans Building
401 Van Ness Ave., Room 410

PRESENT: Supervisors Terence Hallinan, Tom Ammiano, Mabel Teng

ABSENT: Supervisor Ammiano - For vote on Item 5

Supervisor Teng - Items 7, 15-18, 21, 23, 25, 26, and 28-33

CLERK: Gail Johnson

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine, and will be acted upon by a single roll call vote. There will be no separate discussion of these items unless a member of the Committee or the public so requests, in which event the matter shall be removed and considered as a separate item.
 - (a) File 133-93-2.3. [Reserved Funds, Solid Waste Management Program] Hearing requesting release of reserved funds, Solid Waste Management Program, in the amount of \$30,579, to develop and implement a plan to increase recycling levels in the restaurant/food service sectors in San Francisco. (CAO/Solid Waste Management Program)
 - (b) File 68-94-10.2. [Reserved Funds, Mayor's Office of Housing] Hearing requesting release of reserved funds, Mayor's Office of Housing, Lead Hazard Reduction/Primary Prevention Program, in the amount of \$389,493, for various aspects of community education and worker training activities for the following: Tenderloin Housing Clinic; St. Peter's Housing Committee; Chinatown Resource Center; and Wu Yee Children's Services. (Supervisor Shelley)
 - (c) File 68-95-6. [Grant, Summer Food Program] Resolution authorizing the Mayor to apply for, accept and expend \$825,958 from the United States Department of Agriculture (USDA) to sponsor the Summer Food Service Program for needy children. (Mayor)
 - (d) File 133-95-5. [Environment Education for Schools Grant] Resolution authorizing the Chief Administrative Officer (CAO) to apply for up to \$15,000 in environmental education for schools grant funding, from the California State Department of Education; waiving indirect costs. (Supervisor Hallinan)

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- (e) File 146-95-6. [State Grant, Solid Waste Management] Resolution authorizing the Department of Public Health, Bureau of Environmental Health Management, to apply for and accept and expend a grant of \$22,004, from the California Integrated Waste Management Board, for the support of the Bureau of Environmental Health Management, local enforcement agency's solid waste facilities permitting and inspection program; waiving indirect costs. (Department of Public Health)
- (f) File 148-95-3. [Grant - State, TDA Funds - Bicycle/Pedestrian Projects] Resolution authorizing the Director of Public Works and the Executive Director of the Department of Parking and Traffic to execute documents necessary to apply for, accept and expend \$573,107 of Transportation Development Act (TDA) Article 3 Funds, Bicycle and Pedestrian Projects, including all indirect costs. (Department of Public Works)
- (g) File 133-95-4. [Grant - American Plastics Council] Resolution authorizing the Chief Administrative Officer (CAO) of the City and County of San Francisco to accept and expend \$30,000 from the American Plastics Council. (Chief Administrative Officer)

ACTION: Item a, c and f removed from Consent Calendar. Remainder of Consent Calendar recommended.

- a. File 133-93-2.3. Hearing held. Release of \$30,579 approved. Filed.
- b. File 68-94-10.2. Release of \$389,493 approved. Filed.
- c. File 68-95-6. Hearing held. Amended at the end of line 6 by adding "providing for ratification of action previously taken". Further amended by adding the following: "FURTHER RESOLVED, That although the City has incurred no legal obligation, the Board of Supervisors does hereby ratify the action previously taken." Recommended as amended. New title: "Authorizing the Mayor to apply for, accept and expend \$825,958 from the United States Department of Agriculture (USDA) to sponsor the Summer Food Service Program for needy children; providing for ratification of action previously taken."
- d. File 133-95-5. Recommended.
- e. File 146-95-6. Recommended.
- f. File 148-95-3. Hearing held. Amended. (See file for details.) Recommended as amended. New title: "Authorizing the Director of Public Works and the Executive Director of the Department of Parking and Traffic to execute documents necessary to apply for, accept and expend \$573,107 of Transportation Development Act (TDA) Article 3 Funds, Bicycle and Pedestrian Projects; waiving indirect costs; placing \$18,000 on reserve."
- g. File 133-95-4. Recommended.

REGULAR CALENDAR

Note: It is the intention of the Chair to entertain a motion to Table the following item (File 150-95-2):

2. File 150-95-2. [Grant - Federal Funds] Resolution authorizing the Recreation and Park Dept. to apply for a grant in the amount of \$50,000 from the Urban Park and Recreation Recovery Act for "Young Teens on the Move" Program. (Recreation and Park)

(Consideration continued from 5/9/95)

ACTION: Tabled (at the request of Department).

3. File 164-95-1. [Hunt Lane] Hearing to consider alternative uses for Hunt Lane. (Supervisor Hallinan)

(Consideration continued from 4/25/95)

ACTION: Hearing held. Consideration continued to the Call of the Chair.

4. File 173-95-1. [Port Tunnel Project] Hearing to consider the decision by the Port Commission to not proceed with the pursuit of \$8 million in federal funds allocated for the purpose of accommodating double-stack trains and handling container traffic between the Port of San Francisco and the East Bay. (Supervisor Hallinan)

(Consideration continued from 5/9/95)

ACTION: Consideration continued to the Call of the Chair (at the request of sponsor).

5. File 107-95-1. [General Assistance Direct Rent Payment] Hearing to consider the manner in which the Department of Social Services intends to implement Proposition N, the "General Assistance Mandatory Direct Rent Payment Program" and the impact such implementation will have on the budget of the City and County, as well as the extent to which acceptable single resident occupancy hotel rooms are available. (Supervisor Hallinan)

ACTION: Hearing held. Consideration continued to the Call of the Chair. (Supervisors Teng and Bierman added as co-sponsors.)

6. File 107-95-1.1. [Mandatory Direct Rent Payment Program] Resolution resolving that the Board of Supervisors of the City and County of San Francisco desires not to implement the Mandatory Direct Rent Payment Program at this time and will not approve the Mandatory Direct Rent Payment Program contract until the Board of Supervisors is satisfied that an adequate number of decent rooms is available for use by clients under this program, and until other serious and pertinent issues concerning this program are resolved. (Supervisor Hallinan)

ACTION: Hearing held. Amendment of the Whole prepared in Committee. Recommended as amended. New title: "Urging the Social Services Commission not to implement the Mandatory Direct Rent Payment Program at this time and to not approve the Mandatory Direct Rent Payment Program contract until they are satisfied that an adequate number of decent rooms is available for use by clients under this program, and until other serious and pertinent issues concerning this program are resolved." (Supervisors Teng and Bierman added as co-sponsors.)

7. File 57-95-2. [Neighborhood Recycling Centers] Resolution urging the retention of San Francisco's neighborhood recycling centers at their existing locations and calling upon the office of the Chief Administrative Officer and its Solid Waste Program, and Recreation and Park Commission to assist in the preservation of community recycling centers, and urging any entity promoting the displacement of said recycling centers to do everything in their power to retain a much needed service amid a dense urban environment. (Supervisors Hallinan, Bierman, Ammiano, Alioto)
(Consideration continued from 5/9/95)

ACTION: Hearing held. Amendment of the Whole prepared in Committee. Recommended as amended. New title: "Urging the retention of San Francisco's neighborhood recycling centers at their existing locations, when feasible, and nearby alternatives are not available, and calling upon the office of the Chief Administrative Officer and its Solid Waste Program, and Recreation and Park Commission to assist in the preservation of community recycling centers, and urging any entity promoting the displacement of said recycling centers to do everything in their power to retain a much needed service amid a dense urban environment."

8. File 112-95-1. [Official Newspapers] Resolution designating the San Francisco Examiner to be official newspaper of the City and County of San Francisco for specified categories of advertising, and designating the San Francisco Independent to be the official newspaper for other specified categories of official advertising, commencing July 1, 1995. (Supervisor Hallinan)

ACTION: Hearing held. Recommended.

9. File 97-95-31. [Outreach Advertising Revenue Fund] Ordinance amending Administrative Code by adding Section 10.117-114 to establish a revenue fund for outreach advertising. (Supervisor Hallinan)

ACTION: Hearing held. Recommended.

10. File 112-95-2. [Outreach Newspapers] Resolution designating the Small Business Exchange to be outreach newspaper of the City and County of San Francisco for the African-American community; designating the Chinese Times to be outreach newspaper for the Chinese community; designating the San Francisco Sentinel to be outreach newspaper for the Gay/Lesbian/Bisexual community; and designating the San Francisco Latino to be outreach newspaper for the Hispanic community, commencing July 1, 1995, for outreach advertising. (Supervisor Hallinan)

ACTION: Hearing held. Recommended.

11. File 223-95-4. [Hennessy's Liquor License Transfer] Resolution determining that transfer of License No. 20279801, a Beer and Wine Type 20 Liquor License, from 4575 Mission Street to 199 Brannan Street, will serve the convenience and necessity of the people of the City and County of San Francisco, in accordance with Section 23958.4 of the California Business and Professions Code. (Supervisor Hallinan)

ACTION: Hearing held. Recommended.

12. File 223-95-3. [Club Bien Bien Liquor License] Resolution determining that the issuance of an Alcoholic Beverage Control License to Asia Pacific Entertainment dba Club Bien Bien will serve the convenience and necessity of the City and County of San Francisco, in accordance with Section 23958.4 of the California Business and Professions Code. (Supervisors Shelley, Teng, Migden, Hsieh, Kaufman, Alioto)

ACTION: Hearing held. Recommended.

13. File 93-95-28.1. [MOU, Admin. Provisions, Stationary Engineers] Resolution ratifying administrative provisions of Memorandum of Understanding between the International Union of Operating Engineers, Stationary Engineers, Local 39 and the City and County of San Francisco awarded by the panel of arbitrators. (Supervisor Shelley)

ACTION: Hearing held. Recommended.

14. File 93-95-28. [MOU, Fiscal Provisions, Stationary Engineers] Ordinance implementing the fiscal provisions of the Memorandum of Understanding between the International Union of Operating Engineers, Stationary Engineers, Local 39 and the City and County of San Francisco awarded by the Arbitration Panel. (Supervisor Shelley)

ACTION: Hearing held. Recommended.

15. File 79-95-4. [Housing/Detoxification Centers for Homeless] Resolution authorizing the Mayor of the City and County of San Francisco to accept and expend a grant from the U.S. Department of Housing and Urban Development for a total amount not to exceed four million dollars (\$4,000,000) for the acquisition, rehabilitation and construction of supportive housing and detoxification facilities for homeless individuals. Indirect costs associated with the acceptance of this grant will be paid by Community Development Block Grant funds. (Also see File 68-92-5.) (Mayor's Office of Housing)

ACTION: Hearing held. Recommended.

16. File 25-95-3. [Prop J Contract, Security Services, 875 Stevenson] Resolution concurring with the Controller's certification that security services for 875 Stevenson Street can be practically performed by private contractor for lower cost than similar work services performed by City and County employees. (Real Estate Department)
(Consideration continued from 5/9/95)

ACTION: Hearing held. Consideration continued to June 13, 1995, meeting.

17. File 25-95-4. [Prop J Contract, Janitorial Services] Resolution concurring with the Controller's certification that janitorial services for 25 Van Ness Avenue can be practically performed by private contractor for lower cost than similar work services performed by City and County employees. (Real Estate Department)
(Consideration continued from 5/9/95)

ACTION: Consideration continued to June 13, 1995, meeting.

18. File 25-95-5. [Prop J Contract, Security Services, 25 Van Ness] Resolution concurring with the Controller's certification that security services for 25 Van Ness Avenue can be practically performed by private contractor for lower cost than similar work services performed by City and County employees. (Real Estate Department)
(Consideration continued from 5/9/95)

ACTION: Consideration continued to June 13, 1995, meeting.

19. File 39-95-1. [Grand Jury Report, Off Street Parking, DPT] Hearing transmitting copy of report issued by the 1994-95 Civil Grand Jury, entitled "Findings and Recommendations Concerning Off-Street Parking, Department of Parking and Traffic, San Francisco". (Civil Grand Jury)

ACTION: Hearing held. Consideration continued to June 13, 1995, meeting.

20. File 162-95-1. [Annual Joint Fundraising Drive] Hearing to consider the Annual Joint Fundraising Drive. (Clerk of the Board)

APPLICANTS: The Progressive Way
Combined Health Appeal of California
Bay Area Black United Fund, Inc. (BABUF)
United Way

ACTION: Hearing held. Earth Share of California added as applicant. Resolution prepared in and reported out of Committee entitled: "Designating those agencies qualified to participate in the 1995 Annual Joint Fundraising Drive for officers and employees of the City and County of San Francisco." Recommended.

21. File 51-95-1. [Employee Claims, Personal Property Damaged/Stolen] Hearing transmitting claims of employees, various departments, for reimbursement for personal property damaged and/or stolen in the line of duty.
January, February, March

ACTION: Hearing held. Question divided. Claims for Alex Clemens (City Attorney) and Seema Grover (Public Library) severed and considered separately under File 51-95-1.1. Resolution prepared in and reported out of Committee entitled: "[Reimbursement to Employees] Authorizing reimbursement for cost of personal property of City and County employees damaged/stolen in the line of duty." Recommended.

File 51-95-1.1. [Employee Claims of Alex Clemens and Seema Grover] Hearing to consider employee claims of Alex Clemens (City Attorney) and Seema Grover (Public Library) for reimbursement for cost of personal property of City and County employees damaged or stolen in the line of duty.

Severed from File 51-95-1. Consideration continued to June 13, 1995, meeting.

22. File 65-95-4. [Lease Modification, Port and Pier 33, Inc.] Ordinance approving Third Amendment to lease between the San Francisco Port Commission and Pier 33 Inc., for real property in the Pier 33 bulkhead building (Bay and The Embarcadero). (Port Commission)

ACTION: Hearing held. Recommended.

23. File 97-95-15. [Membership Criteria for Retirement System] Ordinance amending Administrative Code Section 16.42 and deleting Section 16.43 regarding Membership Criteria for Retirement System. (Department of Human Resources)

ACTION: Hearing held. Amended on page 6, line 22, by replacing "May 5" with "July 1". Recommended as amended.

24. File 106-95-6. [Pay Equity Report, Fiscal Year 1995-96] Resolution ratifying the fiscal year 1995-1996 pay equity study as certified by the Human Resources Director. (Department of Human Resources)

ACTION: Hearing held. Recommended.

25. File 93-95-20.2. [Amendment to MOU, Local 216] Resolution ratifying amendment to Memorandum of Understanding between the Building Material and Construction Teamsters, Local 216 and the City and County of San Francisco to correct clerical error. (Department of Human Resources)

ACTION: Hearing held. Amendment of the Whole bearing same title adopted. Recommended as amended.

26. File 93-95-20.3. [Amendment to Fiscal Provisions, Local 216] Ordinance amending Ordinance No. 130-95 implementing the fiscal provisions of the Memorandum of Understanding between the Building Material and Construction Teamsters, Local 216 and the City and County of San Francisco for the period July 1, 1995 through and including June 30, 1998. (Department of Human Resources)

ACTION: Hearing held. Recommended.

SPECIAL ORDER - 3:30 P.M.

27. File 13-95-9. [Community Development Block Grant Funds, 1995] Resolution opposing the rescission of \$349.2 million in Community Development Block Grant moneys. (Supervisor Teng)
(Consideration continued from 4/25/95)

ACTION: Hearing held. Recommended.

LITIGATION

The Government Efficiency and Labor Committee of the Board of Supervisors may meet in closed session under the provisions of Government Code Section 54956.9(a) to discuss proposed settlements of the lawsuits listed below, these lawsuits involving the City and County of San Francisco. This motion would be made on the basis that discussion in open session of these proposed settlements would prejudice the position of the City in these lawsuits.

28. File 45-95-16. [Settlement of Litigation, M. Rubalcaba] Ordinance authorizing settlement of litigation of Maria Rubalcaba against the City and County of San Francisco by payment of \$14,610. (Superior Court No. 953-843) (City Attorney)

ACTION: Recommended.

29. File 45-95-17. [Settlement of Litigation, Arnold Diem] Ordinance authorizing settlement of litigation of Arnold Diem against the City and County of San Francisco by payment of \$67,000 plus \$7,517 for workers compensation, attorney's fees; arrangement to facilitate retirement pension. (U.S. District Court No. C94-0051) (City Attorney)

ACTION: Recommended.

30. File 45-95-18. [Settlement of Litigation, Yvonne Dotson] Ordinance authorizing settlement of litigation of Yvonne Dotson against the City and County of San Francisco by payment of \$85,000. (USDC No. C94-0077). (City Attorney)

ACTION: Recommended.

31. File 45-95-19. [Settlement of Litigation, Ng vs. CCSF] Ordinance authorizing settlement of litigation of Yui Cheng Ng, Sheut Ng, Wilson Ng, against the City and County of San Francisco by payment of \$18,000. (Superior Court No. 952-170). (City Attorney)

ACTION: Recommended.

32. File 48-95-11. [Settlement of Claim, UCSF] Resolution approving the settlement of unlitigated claim of University of California, San Francisco by payment of \$32,251.79. (City Attorney)

ACTION: Recommended.

33. File 48-95-12. [Settlement of Claim, James Ray Fenn] Resolution approving the settlement of the unlitigated claim of James Ray Fenn in the sum of \$8,500.00. (City Attorney)

ACTION: Recommended.

The Government Efficiency and Labor Committee of the Board of Supervisors may find that it is in the best interests of the City not to disclose any information revealed in its closed session deliberations in the proposed settlements listed above at this time and may move not to disclose any information at this time.

31
1958
Member, Board of Supervisors



City and County of San Francisco

MABEL TENG

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**IMPORTANT !!
PLEASE ATTEND !**

**SAN FRANCISCO BOARD OF SUPERVISORS
GOVERNMENT EFFICIENCY AND LABOR COMMITTEE**

PUBLIC HEARING ON THE:

**THREAT TO COMMUNITY
DEVELOPMENT BLOCK
GRANT AND OTHER
FEDERAL FUNDS**

called by Supervisor Mabel Teng

TUESDAY, MAY 23RD, 3:30 P.M.

(rescheduled from April 25th)

**WAR MEMORIAL BUILDING
401 VAN NESS AVENUE, 4TH FLOOR
COMMITTEE ROOM**

For more information, call Patricia Dunn, Supervisor Teng's office, 554-4981 or
the Coalition for Community Development: Harry Chuck, 781-0400, or Kathy Perry, 775-8880

21
CITY AND COUNTY



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Attn: Jane Hudson

OF SAN FRANCISCO

11
BOARD OF SUPERVISORS

BUDGET ANALYST

195
1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

June 9, 1995

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TO: *111* Government Efficiency and Labor Committee

FROM: Budget Analyst *Recommendation*

SUBJECT: June 13, 1995 Government Efficiency and Labor Committee Meeting

Item 1a - File 89-95-2

Departments: Department of Human Resources (DHR)
Airport

Item: Resolution authorizing the enrollment of Classification 9248 in the State Disability Insurance Program

Description: The proposed resolution will authorize the enrollment of Classification 9248 Airport Facilities Manager in the State Disability and Insurance Program (SDI). The cost of the SDI coverage would be paid by the employee through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

SDI pay disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is one percent of the first \$31,767 of gross salary of each employee, with a maximum of \$317.67 annually. While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification request coverage.

Memo to Government Efficiency and Labor Committee
June 13, 1995 Government Efficiency and Labor Committee Meeting

The following classification, which is not represented by a bargaining unit, would be authorized to enroll in the SDI program under the proposed resolution:

<u>Position</u>	<u>Classification</u>	<u>Number of Employees</u>
9248	Airport Facilities Manager	1

The Employee Relations Division of the Human Resources Department reports that it has received a petition requesting SDI coverage signed by the sole incumbent in this classification requesting inclusion in the SDI program.

Recommendation: Approve the proposed resolution.

Item 1b - File 138-95-1

Department: District Attorney

Item: Resolution authorizing the District Attorney to retroactively apply for, accept and expend funds in the amount of \$324,000 made available through the California Department of Insurance.

Grant Amount: \$324,000

Grant Period: July 1, 1994 through June 30, 1995

Source of Funds: California Department of Insurance

Project: Investigation and Prosecution of Automobile Insurance Fraud

Description: The Automobile Insurance Fraud Division investigates organized automobile insurance fraud rings referred to the District Attorney's Office by the Fraud Division of the California Department of Insurance. The proposed continuation grant funds would be used by the District Attorney's Office to focus on the investigation and prosecution of auto body repair shops in San Francisco. In addition to the investigation and prosecution of auto fraud cases, the District Attorney's Office will use the proposed grant funds to provide training to various organizations and companies. The training will teach claims people and insurance defense attorneys how to identify and gather crucial information for a successful automobile insurance fraud prosecution.

According to the District Attorney's Office, automobile insurance fraud, in San Francisco, increased from approximately twelve cases in FY 1991-92, to approximately 28 cases in FY 1993-94. In response to the increase in insurance fraud statewide, the California Department of Insurance, pursuant to Senate Bill 1218, has set aside funding for counties to investigate and prosecute such cases. Grant allocations are based on a combination of the County's population and the merit of the grant application.

Memo to Government Efficiency and Labor Committee
June 13, 1995 Government Efficiency and Labor Committee Meeting

Budget:	<u>Personnel</u>	<u>FTE</u>	
	Head Attorney	.55	\$ 58,051
	Principal Attorney	1.00	98,136
	Senior Investigator	1.00	57,393
	Assistant Investigator	1.00	<u>41,447</u>
	Subtotal	3.55	\$255,027
	Fringe Benefits		<u>48,455</u>
	Total Personnel		\$303,482
	<u>Travel and Training</u>		2,093
	<u>Indirect Costs</u> (4.8% of total grant budget)		15,390
	<u>Audit Costs</u> (approx. 1% of total grant budget)		<u>3,035</u>
	TOTAL GRANT BUDGET		<u>\$324,000</u>

Required Match: None

Indirect Costs: \$15,390 (4.8% of the \$324,000 total grant amount)

Comments:

1. Ms. Bridget Bane of the District Attorney's Office advises that the Department has already submitted the application for the proposed grant funds and has incurred expenditures against these grant funds. As such, the proposed legislation provides for the District Attorney to apply for, accept and expend these grant funds retroactively.

2. Ms. Bane advises that although the grant funds have not yet been received, the project staff have continued to provide services under this continuation grant since the grant was in effect in the prior fiscal year. These staff are being paid for by a combination of carry-forward grant funds from FY 1993-94 and monies from the Department's budgeted General Fund Personnel account. The monies used from the Department's budgeted Personnel account would be reimbursed by the proposed 1994-95 grant funds when they are received. Ms. Bane advises that the District Attorney's Office has received formal notification from the grantor that the City will be allocated a total of \$324,000.

3. The District Attorney's Office reports that if the proposed grant funds are reduced or eliminated, the project staff would be reduced or terminated accordingly.

4. As noted above, the proposed grant has a start date of July 1, 1994. The District Attorney's Office reports that the

Memo to Government Efficiency and Labor Committee
June 13, 1995 Government Efficiency and Labor Committee Meeting

State has just recently provided the Department with pertinent grant information. Therefore, submittal of this legislation to the Board of Supervisors has been delayed.

5. Attached is a Summary of Grant Request, as prepared by the district Attorney, for the proposed grant funds.

6. The District Attorney's Office has prepared a Disability Access Checklist for this proposed grant program, which is on file with the Clerk of the Board.

Recommendation: Approve the proposed resolution.

Grantor California Department of Insurance
 Contact Person BEVERLY HUNTER
 Address 770 L Street, Suite 1120
Sacramento, CA 95814

Division District Attorney
 Section _____
 Contact Person Bridget Bane
 Telephone 553-1895

Amount Requested \$ 324,000.00
 Term: From JULY 1994 To JUNE 1995
 Health Commission _____ Board of Supervisors: Finance Committee _____

Application Deadline _____
 Notification Expected _____
 Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 324,000. from the period of JULY 1994 to JUNE 1995 to provide Automobile Insurance Fraud prosecution services.

II. Summary: (Concise summary; needs addressed; members + groups served; services and providers)

The California Department of Insurance has made money available to county District Attorneys' Offices for the investigation and prosecution of automobile insurance fraud cases. These cases of fraud have increased dramatically in recent years and the California Department of Insurance through S.B. 1218 set aside one dollar against each policy to provide funding for prosecution all over the State. Allocations are based on popularity and the merit of submitted plans.

III. Outcomes/Objectives:

To provide and/or reduce automobile insurance fraud through effective investigation and prosecution in San Francisco, and to network with other jurisdictions to help achieve the same goals statewide.

IV. Effects of Reduction or Termination of These Funds:

The District Attorney's Office in San Francisco will be unable to vigorously investigate and prosecute rising automobile insurance fraud.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved
Grant Amount			324,000.00			
Personnel			303,402.00			
Equipment			5,128.00			
Contract Svc.			-0-			
Mat. & Supp.			-0-			
Facilities/Space			-0-			
Other			-0-			
Indirect Costs			15,390.00			

VI. Data Processing

(costs included above)

-0-

VII. Personnel

F/T CSC			4 FTE			
P/T CSC			-0-			
Contractual			-0-			

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
 None

Will grant funded employees be retained after this grant terminates? If so, How?

Grant funded employees will be retained ONLY upon continued source of funding.
 This money has no sunset provision.

*VIII. Contractual Services: Open Bid N/A Sole Source N/A (if sole source, attach Request for Exemption Form)

N/A

Memo to Government Efficiency and Labor Committee
June 13, 1995 Government Efficiency and Labor Committee Meeting

Item 1c - File 138-95-2

Department: District Attorney

Item: Resolution authorizing the District Attorney to retroactively apply for, accept and expend funds in the amount of \$318,507 made available through the California Department of Insurance.

Grant Amount: \$318,507

Grant Period: July 1, 1994 through June 30, 1995

Source of Funds: California Department of Insurance

Project: Investigation and Prosecution of Workers Compensation Fraud

Description: The Workers Compensation Fraud Division of the District Attorney's Office works in conjunction with the California Department of Insurance to investigate and prosecute fraudulent Workers Compensation claims. The proposed continuation grant funds would be used by the District Attorney's Office to investigate and prosecute organized Workers Compensation fraud rings in San Francisco. In addition to the investigation and prosecution of Workers Compensation fraud cases, the District Attorney's office will use the proposed grant funds to train claims people and insurance attorneys, of various organizations and companies, in order to identify and gather crucial information for a successful Workers Compensation fraud prosecution.

Budget:	<u>Personnel</u>	<u>FTE</u>	
	Head Attorney	.05	\$ 5,277
	Principal Attorney	1.00	98,136
	Senior Investigators	2.00	114,788
	Assistant Investigator	<u>1.00</u>	<u>34,191</u>
	Subtotal	4.05	\$252,392
	Fringe Benefits		<u>43,836</u>
	Total Personnel		\$296,228
	<u>Materials and Equipment</u>		1,500
	<u>Travel and Training</u>		2,466
	<u>Indirect Costs</u> (4.8% of the total grant budget)		15,128

BOARD OF SUPERVISORS
BUDGET ANALYST

Audit Costs (1% of total grant budget) 3,185

TOTAL GRANT BUDGET \$318,507

Required Match: None

Indirect Costs: \$15,128 (4.8 percent of the \$318,507 grant total)

Comments: 1. Ms. Bridget Bane of the District Attorney's Office advises that the Department has already submitted the application for the proposed grant funds and has incurred expenditures against these grant funds. As such, the proposed legislation provides for the District Attorney to apply for, accept and expend these grant funds retroactively.

2. Ms. Bane advises that although the grant funds have not yet been received, the project staff have continued to provide services under this continuation grant. The grant staff are being paid with a combination of carry-forward grant funds from FY 1993-94 and monies from the Department's budgeted General Fund Personnel account. The monies used from the Department's budgeted Personnel account would be reimbursed by the 1994-95 grant funds when they are received. Ms. Bane advises that the District Attorney's office has received formal notification from the grantor that the City will be allocated a total of \$318,507.

3. The District Attorney's Office reports that if the proposed grant funds are reduced or eliminated, the project staff would be reduced or terminated accordingly.

4. As noted above, the proposed grant has a start date of July 1, 1994. The District Attorney's Office reports that the State has just recently provided the Department with pertinent grant information. Therefore, submittal of this legislation to the Board of Supervisors has been delayed.

5. Attached is a Summary of Grant Request, as prepared by the District Attorney, for the proposed grant funds.

6. The District Attorney has prepared a Disability Access checklist for this proposed grant program, which is on file with the Clerk of the Board.

Recommendation: Approve the proposed resolution.

Grantor California Department of Insurance Division District Attorney
Contact Person BEVERLY HUNTER Section _____
Address 770 L Street, Suite 1120 Contact Person Bridget Bane
Sacramento, CA 95814 Telephone 553-1895
Amount Requested \$ 318,507 Application Deadline _____
Term: From JULY 1994 To JUNE 1995 Notification Expected _____
Health Commission _____ Board of Supervisors: Finance Committee _____
Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation) to a
(Circle appropriate words) grant in the amount of \$ 318,507 from the period of JULY, 1994 to JUNE, 1995
to provide Workers Compensation Fraud prosecution services.

II. Summary: (Contact summary, need addressed; employer + groups served; services and providers)
This grant award is made pursuant to the provisions of California Insurance Code
Section 1872.83 and S.B. 953 and shall be used solely for the purposes of enhanced
investigation and prosecution of workers compensation insurance fraud cases.

III. Outcomes/Objectives:
To reduce workers' compensation fraud through effective investigation and
prosecution in San Francisco, and to network statewide.

IV. Effects of Reduction or Termination of These Funds:
The District Attorney's Office in San Francisco will be unable to vigorously
investigate and prosecute escalating workers' compensation fraud.

V. Financial Information:

	<u>Col. A</u>	<u>Col. B</u>	<u>Col. C</u>	<u>Col. D</u>	<u>Req. Match</u>	<u>Approved by</u>
	<u>Two Years Ago</u>	<u>Past Year/Orig.</u>	<u>Proposed</u>	<u>Change</u>		
Grant Amount	_____	_____	<u>318,507</u>	_____	<u>N/A</u>	_____
Personnel	_____	_____	<u>296,228</u>	_____	_____	_____
Equipment	_____	_____	<u>7,151</u>	_____	_____	_____
*Contract Svc.	_____	_____	<u>-0-</u>	_____	_____	_____
Mat. & Supp.	_____	_____	<u>-0-</u>	_____	_____	_____
Facilities/Space	_____	_____	<u>-0-</u>	_____	_____	_____
Other	_____	_____	<u>-0-</u>	_____	_____	_____
Indirect Costs	_____	_____	<u>15,128</u>	_____	_____	_____

VI. Data Processing

(costs included above) _____ -0- _____ _____

VII. Personnel

F/T CSC	_____	_____	<u>3 FTE</u>	_____	_____
P/T CSC	_____	_____	<u>-0-</u>	_____	_____
Contractual	_____	_____	<u>-0-</u>	_____	_____

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
None

Will grant funded employees be retained after this grant terminates? If so, How?
Grant funded employees will be retained only upon continued source of funding.

*VIII. Contractual Services: Open Bid N/A Sole Source N/A (if sole source, attach Request for Exception Form)
N/A

Item 1d - File 144-95-2

Department: Port of San Francisco

Item: Resolution authorizing the Executive Director of the Port to apply for, accept and expend \$650,000 from the California Coastal Conservancy for public access repairs and renovations to Pier 43.

Grant Amount: \$650,000

Grant Period: June 1995 through June 1996.

Source of Funds: California Coastal Conservancy

Project: Repair and Restoration of Pier 43 (Fisherman's Wharf) for Public Access and Open Space.

Description: In 1993, Pier 39/Underwater World, a privately held company, applied for and received a permit from the Bay Area Conservation Development Commission (BCDC) to develop an aquarium at Pier 39. In exchange for this approval, the BCDC required that Pier 39/Underwater World provide offsite mitigation measures to increase public open space at the waterfront. Pier 39/Underwater World agreed to renovate the surface of Pier 43 as part of such requirement.

Upon closer inspection, a 1993 engineering study found deterioration of the substructure of the Pier, specifically, pilings and the steel truss that support the Pier. Currently, most of the Pier is closed to the public because it is a safety hazard. In order to reopen the Pier, the entire substructure, as well as the surface, will need to be replaced.

Pier 39/Underwater World estimates the cost of replacing the substructure of the Pier at \$650,000. An additional \$650,000 is the estimated cost of renovating the surface of the Pier. If the \$650,000 grant from the California Coastal Conservancy is approved to replace the substructure, Pier 39/Underwater World will fund the remaining \$650,000 to renovate the surface of the Pier. If the project costs exceed the total estimated \$1.3 million, Pier 39/Underwater World will be solely responsible for these additional project costs.

Required Match: \$650,000 to be provided by Pier 39/Underwater World .

Comments:

1. According to Ms. Veronica Sanchez of the Port, all construction work for this project will be provided by Port employees.
2. Ms. Sanchez also advises that the Port has already submitted the application for the proposed grant funds. As such, the proposed resolution should be amended to retroactively apply for these grant funds. Ms. Sanchez adds that the California Coastal Conservancy will make its final decision to award the grant on June 21, 1995.
3. This resolution also authorizes the Executive Director of the Port to indemnify the California Coastal Conservancy from any additional financial responsibility, if required by the grant agreement.
4. A copy of the Grant Application Information Form, prepared by the Port for the proposed grant, is attached to this report.
5. A Disability Access Checklist for this project is on file with the Clerk of the Board.
6. This resolution, adopted by the Port Commission on May 23, 1995, states that Pier 39/Underwater World will provide a \$650,000 match and will pay for all costs in excess of \$1,300,000 pertaining to this project to repair and restore Pier 43.

- Recommendations:**
1. Amend the proposed resolution to retroactively apply for the \$650,000 of grant funds.
 2. The proposed resolution is a policy matter for the Board of Supervisors.

GRANT APPLICATION FORM

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

TO: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Port of San Francisco

Contact Person: Veronica Sanchez, Manager, Governmental Affairs

Telephone: (415)274-0413 Fax: 274-0528

Project Title: Repair and Restoration of Pier 43 (Fisherman's Wharf) for Public Access and Open Space

Grant Source: California State Coastal Conservancy

Proposed (New/Continuation) Grant Project Summary:

Removal and replacement of Pier 43 substructure and improvement of pier structure for open space and public access. Project entails installation of new pilings, framing, decking, railing and lighting for public open space.

Amount of Grant Funding Applied for: \$650,000 **Required Match:** \$650,000
to be funded by Pier 39 Underwater World.

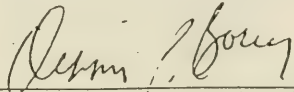
Maximum Funding Amount Available: \$650,000

Number of Positions Created and Funded:

Amount to be Spent on Contractual Services: None. **Bidded out?** No
Work to be performed by Port's maintenance staff.

Term of Grant: One year.

Date department notified of Available Funds: May 1995.



Dennis P. Bouey, Executive Director

Item 1e - File 146-95-7

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health, AIDS Office, to apply for, accept and expend retroactively a grant of \$200,000, including indirect costs of \$17,112 or approximately 20 percent of salaries, from the Federal Department of Health and Human Services, Centers for Disease Control, for the San Francisco as an Urban Center for Applied Research Project; providing for ratification of action previously taken.

Grant Amount: \$200,000

Grant Period: July 1, 1995 to June 30, 1996

Source of Funds: Federal Centers for Disease Control

Project: San Francisco as An Urban Center of Applied Research

Description: The DPH advises that the proposed project is designed to promote collaboration among the DPH, the University of California and community-based organizations to (1) estimate the incidence of public health problems among several different populations and assess the degree of overlap, (2) determine the cost effectiveness of prevention programs, (3) measure the familiarity of prevention messages among different populations, (4) conduct a demonstration project providing prevention counseling to inmates, (5) assess the health of young, low-income women, and (6) establish a linked computer database for use in analyses of public health problems. According to Mr. Tim Piland of the DPH, this project is designed to develop a core group of persons from the public health, university research and community nonprofit fields that could apply a multidisciplinary approach to public health problems. Mr. Piland advises that while the AIDS Office of the DPH is acting as coordinator for the proposed project, the public health problems to be examined would not be limited to those that are AIDS-related.

Budget:	<u>Personnel</u>	<u>FTE</u>	
	2232 Physician	.10	\$10,012
	2232 Physician	.10	9,080
	2803 Epidemiologist II	.15	8,198
	2808 Sr. Disease Control Inv.	.47	20,409
	1819 MIS Specialist III	.60	32,834
	1819 MIS Specialist III	<u>.15</u>	<u>8,208</u>
	Subtotal, Salaries	1.57	\$88,741

BOARD OF SUPERVISORS
BUDGET ANALYST

Fringe Benefits	<u>\$19,523</u>
Subtotal, Personnel	<u>\$108,264</u>
Equipment (IBM 486 DX computer)	3,500*
Other Expenses (database system support- DPH)	11,124*
Contractual Costs	<u>60,000</u>
Total, Direct Costs	<u>\$182,888</u>
Indirect Costs (19.3 percent of salaries)	<u>\$17,112</u>
Total, All Costs	<u>\$200,000</u>

* See Attachment, provided by DPH, for expenditure details.

Required Match: None

Indirect Costs: \$17,112 (19.3 percent of salaries)

Comments:

1. The DPH advises that due to the short time between the notification of the availability of funds and the application due date, it was necessary to submit the application before receiving Board of Supervisors approval. The DPH further reports that some expenses may be incurred before Board approval in order to comply with the start date mandated by the grantor. The proposed resolution, therefore, provides for ratification of actions previously taken.

2. Mr. Piland advises that the DPH would contract with one nonprofit community-based organization and one UCSF department to provide the necessary collaboration for this grant, as follows.

Haight-Ashbury Youth Services	\$35,000
UCSF School of Epidemiology	<u>25,000</u>
Total Contractual Costs	<u>\$60,000</u>

Mr. Piland reports that Haight-Ashbury Youth Services was selected because of its past record in working with the various populations to be examined under the proposed project.

3. Attached is a Summary of Grant Request, as prepared by the DPH, for the proposed grant funds.

4. The DPH has prepared a Disability Access Checklist, which is on file with the Clerk of the Board.

Recommendation: Approve the proposed resolution.

Health and Human Services
 Grantor: Centers for Disease Control
 Contact Person: Alberna Carry
 Address: 5600 E. Paces Ferry Road
 Atlanta, GA 30305
 Amount Requested: \$ 200,000
 Term: From 7/1/95 To 6/30/96

Division: Community Health Services
 Section: IS Office
 Contact Person: Tim Piland
 Telephone: 554-9132
 Application Deadline: 3/10/95
 Notification Expected: 5/15/95

I. Item Description: Request to (apply for) (accept and expend) a (new) ~~(continuation)~~ ~~(supplement)~~ grant in the amount of \$ 200,000 from the period of 7/1/95 to 6/30/96 to provide San Francisco as an Urban Center of Applied Research Project services.

II. Summary: (Purpose; Funding Year; Target Groups; Services; Providers)
 To bridge the gap between the prevention efforts of the local public health authority and epidemiologic research and prevention effectiveness activities around AIDS; to promote collaborative epidemiologic and prevention effectiveness research. For specific program objectives, please see Attachment 1.

III. Outcomes/Objectives:
 Please see Attachment 1.

IV. Effects of Reduction or Termination of These Funds:
 Failure to utilize this funding will prevent the goals summarized in Attachment 1 from being successfully implemented.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Yr./Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved By
Grant Amount			200,000		none	
Personnel			108,264			
Equipment			3,500			
*Contract Svc.			60,000			
Mat. & Supp.						
Facilities/Space						
Other			11,124			
Indirect Costs			17,112			

VI. Data Processing

(costs included above)

		3,500			
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VII. Personnel

F/T Civil Service			0			
P/T Civil Service			1.57			
Contractual			2.35			

Source(s) of non-grant funding for salaries of Civil Service employees working part-time on this grant:
 None.

Will grant funded employees be retained after this grant terminates? If so, How?
 No.

*VIII. Contractual Services: Open Bid _____ Sole Source X (if sole source, attach Request for Exemption Form)

Attachment to resolution package for San Francisco as an Urban Center for Applied Research grant:

(1) The IBM/compatible computer will be an enhanced version of the 486DX model currently used as the Department-wide standard. In order to fulfill the funder-mandated level of connectivity with the other research participants (University of California, San Francisco and Haight-Ashbury Free Medical Clinics), as well as with the Department's Global Information Network, this machine will have at least 24 MB of RAM and a 1.2 gigabyte hard-drive. The \$3,500 requested will cover the costs for the basic 486DX machine with these enhancements.

(2) The Department of Public Health maintains an agreement with its own MIS Unit to provide service/technical assistance to individual offices or divisions. We anticipate that this project will require approximately 185.4 hours of MIS service/technical assistance at the rate of \$60/hour; the request for \$11,124 is based on these figures.

Memo to Government Efficiency and Labor Committee
June 13, 1995 Government Efficiency and Labor Committee Meeting

Item 1f - File 147-95-6

Department: Public Library

Item: Resolution authorizing the Public Library to apply for \$600,000 in grant funds from the U. S. Department of Commerce, National Telecommunications and Information Administration (NTIA), Telecommunications and Information Infrastructure Assistance Program (TAP) to broaden, leverage and further develop the "San Francisco Connection: Online Human Services Catalog for the City and County of San Francisco", to improve access to knowledge, resources and City information services; and waiving indirect costs.

Grant Amount: \$600,000

Grant Period: October, 1995 to September, 1996

Source of Funds: U. S. Department of Commerce, National Telecommunications and Information Administration

Project: San Francisco Connection: Online Human Services Catalog for the City and County of San Francisco

Description: The Public Library is proposing to expand and further develop its Online Human Services Catalog data base to provide (1) expanded information on City services and resources, (2) extended access to City departments and the general public and (3) new access to the Mayor's Office and the Board of Supervisors.

The Public Library advises that the proposed \$600,000 in grant funds will be used to (1) purchase computer hardware (e. g., personal computers, modems, cables, a system for closed captioning for hearing impaired persons) and software, at a cost of approximately \$400,000, and (2) data transmission network services and operating expenses (e. g., printing, telephone, and postage), at a cost of approximately \$200,000.

Budget: A detailed budget, along with specific project details, will be provided at the time the Public Library submits its request for authorization to accept and expend the proposed grant funds.

Required Match: None

Indirect Costs: None

Comments: 1. The Public Library advises that a grant summary for the proposed grant funds will be provided when the Library

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
June 13, 1995 Government Efficiency and Labor Committee Meeting

submits its request for authorization to accept and expend the proposed grant funds.

2. The Public Library has prepared a Disability Access Checklist for the proposed grant project, which is on file with the Clerk of the Board's Office.

3. The Public Library advises that the application for the proposed grant funds has already been submitted. As such, the proposed resolution should be amended to authorize the Public Library to apply for the proposed grant funds retroactively.

Recommendation: Amend the proposed resolution to authorize the Public Library to apply for the proposed grant funds retroactively, and approve the proposed resolution as amended.

Item 1g - File 148-95-2

- Department:** Department of Public Works (DPW)
- Item:** Amending Resolution 615-92 to add eight streets for pavement renovation; Resolution 615-92 authorized the Director of Public Works to accept and expend Federal funds in the amount of \$7,257,000 for the pavement renovation of 18 streets that were listed in the resolution.
- Description:** The proposed resolution would amend Resolution 615-92 to add 8 San Francisco streets to the existing list of 18 streets, for a total of 26 streets, which are to be resurfaced by the Department of Public Works using Federal funds provided under the Surface Transportation Program (STP). The California Department of Transportation (Caltrans) administers these funds on behalf of the Federal government, and requires that streets which are to be resurfaced using these funds are listed in a local government resolution authorizing acceptance and expenditure of the funds.
- The Board of Supervisors previously approved Resolution 615-92, (File 148-92-4) authorizing the DPW to accept and expend \$7,257,000 in Federal STP funds for resurfacing of 18 streets, and also placed those funds on reserve pending the selection of contractors. These STP funds are to be combined with local matching funds of \$2,839,000, (See Comment No. 1), for a total cost of \$10,096,000 for the resurfacing of the streets listed in the Resolution. In February of 1994, the Board of Supervisors released \$721,500 of this reserve to fund resurfacing on Webster Street and Clarendon Avenue.
- The list of 18 streets in Resolution 615-92 was based on a preliminary analysis and cost estimates by the DPW regarding the City's needs for street resurfacing. The DPW has since conducted a more comprehensive analysis and cost estimate, and reports that an additional 8 streets can be added to the list, and resurfaced within the total project budget of \$10,096,000. The list of the 8 additional streets to be resurfaced is as follows:
1. O'Shaughnessy Boulevard from Portola to Bosworth
 2. Bosworth Street from O'Shaughnessy to Elk
 3. Laguna Honda at Woodside intersection
 4. Howard Street from 1st to 6th
 5. Folsom Street from 1st to 6th
 6. Hawthorne Street from Folsom to Harrison
 7. Dolores Street from 25th to San Jose
 8. Church Street from Market to 30th

Comments:

1. Addition of these 8 streets to the list of streets to be resurfaced using STP funds does not change the amount of local matching funds which are required. These local matching funds are proposed to be provided with Proposition B Sales Tax funds administered by the San Francisco Transportation Authority, and have been included within the DPW's FY 1995-96 budget request to the Transportation Authority.

2. According to Mr. Joe Ovadia of DPW, contractors have not yet been selected for the 8 resurfacing projects listed above, or for most of the 18 streets listed previously in Resolution 615-92. Under the proposed resolution, the STP funds which have been reserved by the Board of Supervisors for these projects would remain on reserve pending the selection of contractors, and submission of; a) the contract amounts, and, b) the MBE/WBE status of contractors, to the Board of Supervisors.

Recommendation: Approve the proposed resolution.

Item 1h - File 192-95-3

Department: Department of Parking and Traffic (DPT)

Item: Resolution authorizing the Executive Director of the Department of Parking and Traffic (DPT) to apply for retroactively, accept and expend up to \$1,177,000 in Federal grant funds for the replacement of traffic signal control equipment and the development of new traffic signal timing and coordination plans within the 19th Avenue/Park Presidio Boulevard, North of Market Street and Geary Boulevard signal systems, foregoing reimbursement of indirect costs.

Grant Amount: \$1,177,000

Grant Period: October 1, 1995 through September 30, 1996

Source of Funds: Federal Highway Administration (FHWA)

Project: Regional Traffic Signalization/Operations Program (RTSOP)

Description: The Regional Traffic Signalization/Operations Program (RTSOP) was developed by the Metropolitan Transportation Commission (MTC) to fund traffic signalization projects in the nine Bay Area counties. Grant funds must be used on major Bay Area arterial routes, in central business district grids and on major collector routes.

The Department of Parking and Traffic (DPT) has been notified that it is eligible to receive up to \$1,177,000 in Federal Highway Administration (FWHA) funds for RTSOP projects. DPT reports that the proposed grant funds would be used for the replacement of traffic signal control equipment and the development of new traffic signal timing and coordination plans within the 19th Avenue/Park Presidio Boulevard, North of Market Street and Geary Boulevard signal systems.

Budget: 19th Avenue/Park Presidio Boulevard Signal System

<u>Personnel</u>	<u>FTE</u>	
Assistant Transportation Engineer	1.20	\$60,386
Associate Traffic Engineer	0.38	23,000
Senior Traffic Engineer	0.12	10,000
Electrician	<u>0.36</u>	<u>20,000</u>
Subtotal	2.06	\$113,386
Fringe Benefits (27%)		<u>30,614</u>
Subtotal		\$144,000

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
June 13, 1995 Government Efficiency and Labor Committee Meeting

Equipment

20 traffic signal controllers @ \$3,100 each \$62,000

Total - 19th Avenue/Park Presidio

\$206,000

North of Market Street Signal System

Personnel

FTE

Assistant Transportation

Engineer 2.37 \$120,000

Associate Traffic Engineer 0.82 49,220

Senior Traffic Engineer 0.31 25,000

Electrician 1.12 62,000

Subtotal 4.62 \$256,220

Fringe Benefits (27%) 69,180

Subtotal \$325,400

Equipment

56 traffic signal controllers @ \$3,100 each 173,600

Total - North of Market

499,000

Geary Boulevard Signal System

Personnel

FTE

Assistant Transportation

Engineer 2.37 \$120,000

Associate Traffic Engineer 0.77 46,283

Senior Traffic Engineer 0.25 20,000

Electrician 1.01 56,000

Subtotal 4.40 \$242,283

Fringe Benefits (27%) 65,417

Subtotal \$307,700

Equipment

53 traffic signal controllers @ \$3,100 each 164,300

Total - Geary Boulevard

472,000

TOTAL

\$1,177,000

Required Match: None

Indirect Costs: None. The Federal Highway Administration (FHWA) prohibits the use of these grant funds for indirect costs.

Comments: 1. DPT advises that, given the application deadline of March 15, 1995, the application for the proposed grant funds has already been submitted. As such, the proposed resolution includes a provision to apply for the grant retroactively.

BOARD OF SUPERVISORS
BUDGET ANALYST

2. Attached is a copy of the Grant Application Information Form, as provided by DPT.

3. DPT has prepared a Disability Access Checklist for the proposed grant, which is on file with the Clerk of the Board.

Recommendations: Approve the proposed resolution.

GRANT APPLICATION INFORMATION FORM

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

TO: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Department of Parking and Traffic
Contact Person: David O'Keeffe Telephone: 554-2314
Project Title: Regional Traffic Signalization/Operations
Program (RTSOP)
Grant Source: Federal Highway Administration

Proposed New Grant Project Summary:

These funds will be used for the replacement of traffic signal control equipment and to develop new traffic signal timing and coordinations plans within the 19th Avenue/Park Presidio, North of Market Street and the Geary Boulevard signal systems.

Amount of Grant Funding Applied for: \$1,177,000
Maximum Funding Amount Available: \$1,177,000
Required Matching Funds: N/A
Number of Positions Created and Funded: 0
Amount to be Spent on Contractual Services: \$399,900
Will Contractual Services be put out to Bid? Yes

Term of Grant: Reimbursement of 100% of eligible costs.

Date Department Notified of Available funds: January 28, 1994

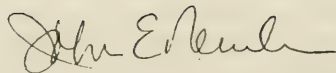
Application Due Date: March 18, 1994

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

The Regional Traffic Signalization/ Operations Program (RTSOP) was developed to fund traffic signalization projects in the nine county San Francisco Bay Area. Projects must be on major Bay Area arterials, in Central Business District Grids, or on major collector routes. Once submitted, all project are screened for eligibility criteria and subsequently scored and prioritized accordingly. Examples of eligible projects include (but not limited to):

- * Signal coordination and retiming projects.
- * Upgrades of traffic signal equipment as part of a signal coordination or retiming project.
- * Demonstration projects which use new technology to improve traffic operations.

To maximize program benefits, no project can exceed \$500,000.



Department Head Approval

Item 1i - File 192-95-4

Department: Chief Administrative Officer (CAO)
Department of Parking and Traffic (DPT)

Item: Resolution authorizing the Executive Director of the Department of Parking and Traffic to accept and expend \$87,500 from the Transportation Fund for Clean Air in the Bay Area, for a Bicycle Locker Program; waiving indirect costs.

Grant Amount: \$87,500

Grant Period: August 1, 1994 through July 31, 1996

Source of Funds: Bay Area Air Quality Management District (BAAQMD)
Transportation Fund for Clean Air

Project: Bicycle Locker Program

Description: In April of 1994, the Board of Supervisors approved a resolution authorizing the Chief Administrative Officer (CAO) to apply for \$1,780,388 from the BAAQMD, Transportation Fund for Clean Air, for programs to reduce air pollution from motor vehicles, including \$87,500 for the Department of Parking and Traffic (DPT) Bicycle Locker Program. The DPT now requests approval to accept and expend the \$87,500 in awarded grant funds, waiving indirect costs, to pay for 94.6 percent of the \$92,500 total cost of the Bicycle Locker Program. The remaining \$5,000 (\$92,500 less \$87,500) would be funded by the San Francisco Transportation Authority (SFTA).

The Bicycle Locker Program would involve the purchase and installation of 50 enclosed bicycle lockers in City-owned parking garages and other sites at or near major employment centers in San Francisco and at major transit hubs. The objective of this program is to reduce the number of employees who drive to work by encouraging the use of bicycles, thereby reducing motor vehicle emissions.

According to Mr. Jerry Robbins of the DPT, the Department expects to install the 50 bicycle lockers in at least four locations in the Mission and Hunters Point communities, such as the Southeast Community Center at Oakdale Avenue and Phelps Street, the City-owned Hoff and 16th Street Parking Garage, the site of the former Hunters Point Naval Shipyard and San Francisco General Hospital. Mr. Robbins

reports that the program would target low income areas of the City.

Budget:	Bicycle Lockers (50 @ \$1,300 per locker including tax and shipping)	\$65,000
	Installation	18,000
	Program Monitoring	6,000
	Marketing and Promotion	3,500
	Total Program Cost	\$92,500
	Less SFTA Funding	(5,000)*
	Proposed Grant Funding	\$87,500

*The SFTA contribution would be funded by Proposition B
Sales Tax revenues earmarked for bicycle-related programs.

Required Match: None. (See Comment No. 6)

Indirect Costs: None. (The grantor does not allow indirect costs.)

- Comments:**
1. Mr. Robbins advises that the DPT plans to select either the Department of Public Works (DPW) or the San Francisco Conservation Corp, a nonprofit organization, to perform the installation of the bicycle lockers. Therefore, the \$18,000 for Installation costs should be reserved pending the provision of contract cost details.
 2. Attachment I, provided by Mr. Tannen of the DPT, contains the cost details for one-time expenses for Program Monitoring and initial Marketing and Promotion activities for the Bicycle Locker Program, totaling \$9,500. As previously noted, such costs are included in the grant budget.
 3. According to Mr. Tannen, fees would be used to offset ongoing marketing and maintenance costs related to the bicycle locker program. Attachment II contains a schedule of the proposed fees, estimates of the annual fee revenues, and the estimated annual ongoing marketing and maintenance costs to operate the Bicycle Locker Program.
 4. Attachment III is a Parking and Traffic Commission resolution approving a fee schedule for the bicycle lockers. According to Ms. Linda Ross of the City Attorney's Office, this fee schedule does not require approval by the Board of Supervisors.
 5. Mr. Tannen reports that 16 bicycle lockers were recently installed at the City-owned Sutter and Stockton Street and 5th and Mission Street Garages. These 16 bicycle lockers were installed in accordance with prior grants approved by

the Board of Supervisors. Fees for the rental of these 16 lockers will be charged in accordance with the fee schedule in Attachment II.

6. Mr. Robbins advises that although no matching funds are required for the proposed grant, the grantor does give preference in selection of grant recipients to those applicants providing local funds. Mr. Robbins reports that the \$5,000 in SFTA funding was included to ensure such preference.

7. Attachment IV is a Summary of Grant Request, as prepared by the CAO, for the proposed grant funds.

8. The CAO has prepared a Disability Access Checklist, which is on file with the Clerk of the Board.

Recommendation: Amend the proposed resolution by reserving \$18,000 in accordance with Comment No. 1 above and approve the proposed resolution as amended.



Traffic Engineering Division
City and County of San Francisco

FRANK M. JORDAN, Mayor
JOHN E. NEWLIN, Executive Director

June 6, 1995

Mr. Jerome Sayre
Board of Supervisors
Budget Analyst
1390 Market Street, Suite 1045
San Francisco, CA 94102

Dear Mr. Sayre:

As you requested, the estimated Program Monitoring and Marketing and Promotion costs associated with the bicycle locker program are provided below:

Program Monitoring: \$6,000 = 160 HRS. x \$37.50/HR.

Marketing and Promotion: \$3,500 = \$1,000 Materials + \$2,500 Labor

Labor \$2,500 = \$2,250 (Bicycle Coordinator) +
 \$ 250 (Clerk/Typist)

Bicycle Coordinator	\$2,500 = 60 HRS. x \$37.50/HR.
Clerk/Typist	\$ 250 = 14 HRS. x \$17.86/HR.

Materials \$1,000 = Estimate for posters and flyers

We hope this information is helpful. If you have any questions regarding this information, please contact Mr. Peter Tannen at 554-2351.

Sincerely,

Jerry Robbins
Transportation Planner

JR/sayre2



Traffic Engineering Division
City and County of San Francisco

FRANK M. JORDAN, Mayor
JOHN E. NEULIN, Executive Director

June 5, 1995

Mr. Jerome Sayre
Board of Supervisors
Budget Analyst
1390 Market Street, Suite 1045
San Francisco, CA 94102

Dear Mr. Sayre:

As you requested, the estimated revenue and expenses associated with the bicycle locker program are provided below:

<u>Rental Period</u>	<u>Rate</u>
3 months	\$25.00
6 months	\$45.00
1 year	\$75.00

Annual Revenues:

Locker Rental	\$3,600
$\$3,600 = \$45/\text{six-month} \times 50 \text{ lockers} \times 0.80 \text{ occupancy rate} \times 2 \text{ (to annualize)}$	

Annual Cost Estimate:

Additional Marketing/Promotion	\$1,100
Maintenance, key and lock replacement	<u>2,500</u>
TOTAL	\$3,600

We hope this information is helpful. If you have any questions regarding this information, please contact Mr. Peter Tannen at 554-2351.

Sincerely,

Jerry Robbins
Transportation Planner

JR/sayre

PARKING AND TRAFFIC COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
RESOLUTION NO. 117-95-PTC

1 RESOLUTION APPROVING BICYCLE LOCKER RENTAL RATES FOR ALL BICYCLE LOCKERS.

2
3 WHEREAS, Assembly Bill 434 created the Transportation Fund for Clean
4 Air in the Bay Area, and provided authority to the Bay Area Air Quality
5 Management District ("the District") to impose up to a \$4.00 surcharge on motor
6 vehicle registration fees within its jurisdiction, to be used to implement
7 specified transportation control measures included in the District's 1991 Bay
8 Area Clean Air Plan; and,

9 WHEREAS, The District has sought applications from Bay Area cities,
10 counties, school districts, transit districts, and other agencies to cover the
11 costs of transportation programs and projects that achieve emission reduction
12 from motor vehicles; and,

13 WHEREAS, The Department of Parking and Traffic has applied for and
14 received a grant from the District to purchase bicycle lockers and maintain
15 them for three years; and

16
17 WHEREAS, The City and County of San Francisco supports the Bay Area
18 Clean Air Plan and has developed a program for bicycle locker rental; and,

19
20 WHEREAS, The Department of Parking and Traffic has proposed the
21 following rental rates for these lockers:

<u>Rental Period</u>	<u>Rate</u>
3 mos.	\$25.00
6 mos.	\$45.00
1 yr.	\$75.00

22
23
24
25 and a Security/Key Deposit of \$25.00; and,

Parking and Traffic Commission

1 WHEREAS, The locker maintenance costs are to be defrayed by grant
2 funds and locker fees only; and,

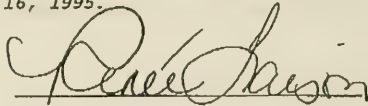
3 WHEREAS, The Department of Parking and Traffic staff has reviewed the
4 proposed rates and proposed revenue projections and concurs that the rates will
5 generate the required income to allow locker maintenance costs to be defrayed
6 by grant funds and locker fees only, and;

7
8 WHEREAS, The Department of Parking and Traffic staff and the Parking
9 and Traffic Commission will review the rates in three years; now therefore, be
10 it

11
12 RESOLVED, That Resolution 113-95-PTC is hereby rescinded; and, be it

13
14 FURTHER RESOLVED, That the Parking and Traffic Commission approves the
15 aforesaid rates for bicycle locker rental.

16
17 I hereby certify that the forgoing Resolution was adopted by the Parking and
18 Traffic Commission at its meeting of May 16, 1995.

19
20 

Secretary

Parking and Traffic Commission

21
22
23 Vote: Ayes - Members Heminger, Hobbs, Jordan, Louie

24 Noes - None

25 Excused - None

Parking and Traffic Commission

File Number 133-94-1Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Chief Administrative Officer

Contact Person: Rick Ruvolo (CECAP) Telephone: 554-6184

Project Title: AB-434 Grants - Vehicular Emissions Reduction

Grant Source: Bay Area Air Quality Management District

Proposed (New / Continuation) Grant Project Summary:

o Department of Parking and Traffic (\$87,500)

-- \$ 87,500 for bicycle lockers

o Purchasing Department (\$290,338)

-- \$290,338 to purchase 18 new compressed natural gas CNG vehicles and convert 25 existing gasoline-powered vehicles to CNG.

o Port of San Francisco (\$1,402,550)

-- \$900,000 for Candlestick Park Ferry Service

-- \$227,550 for a transit store in the Ferry Building

-- \$275,000 for four transit kiosks.

Amount of Grant Funding Applied for: \$1,780,388

Maximum Funding Amount Available: \$9,000,000 (estimated)

Required Matching Funds: 0

Number of Positions Created and Funded: 0

Amount to be Spent on Contractual Services: \$1,175,000

Will Contractual Services be put out to Bid? yes

Grant Application Information Form
Page 2

Term of Grant: Funds must be encumbered within two years of award.

Date Department Notified of Available funds: March 1, 1994

Application Due Date: April 29, 1994

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

Resolution must accompany grant application.

Department Head Approval

Item 1j - File 94-91-4.13

Department: Public Transportation Commission (PTC)
Municipal Railway (MUNI)

Item: Hearing requesting the release of reserved funds from the Public Transportation Commission, Non-Revenue Vehicle Equipment Grant, in the amount of \$37,440 to continue project implementation activities.

Amount: \$37,440

Source of Funds: Federal Non-Revenue Vehicle Equipment Grant

Description: In June of 1991, the Board of Supervisors approved a resolution authorizing the Public Utilities Commission to apply for, accept and expend a total of \$17,268,900 in Federal, State and Local grant funds, including \$13,815,120 of Federal Urban Mass Transportation Act, Formula Assistance (Section 9), and \$3,453,780 of various State and Local Funds, for eight Municipal Railway projects.

In 1993, subsequent to the authorization by the Board of Supervisors for the Public Utilities Commission to apply for, accept and expend the subject funds, responsibility for the Municipal Railway was transferred to the newly-formed Public Transportation Commission, which is requesting the subject release of reserved funds.

Of the \$17,268,900 approved in 1991, the Board of Supervisors placed \$13,982,500 on reserve, including \$37,440 in Federal Non-Revenue Vehicle Equipment Grant funds. The Board of Supervisors reserved the subject \$37,440 pending additional information regarding vehicle prices for two vans which were above the Purchaser's standard price. The Non-Revenue Vehicle Equipment Grant provides funds for maintenance vehicles and other Municipal Railway vehicles which do not produce revenue, such as pickup trucks and vans used to transport work crews and materials to MUNI work sites.

The Public Transportation Commission is now requesting the release of the \$37,440 in reserved Non-Revenue Vehicle Equipment Grant funds for the purchase of a truck equipped with a crane and drilling augur to be used to replace power support poles for MUNI trolleys and Light Rail Vehicles (LRVs). The estimated total cost of this truck is \$115,000, of which \$37,440 would be funded by the subject release of reserved funds and \$77,560 would be funded by previously

appropriated funds from a 1990 Federal Non-Revenue Vehicle Equipment Grant.

Comments:

1. Mr. Jerry Levine of the PTC reports that the PTC has revised its purchasing decisions since 1991, and will not buy the original two vans for which the subject amount of \$37,440 was reserved pending price information. Mr. Levine reports that the PTC now considers the above-noted truck a necessary purchase of higher priority than the original two vans.

2. The Attachment is a purchase order requisition provided by the PTC documenting the \$115,000 price for the truck, crane and related drilling equipment which would be used to replace power poles for the Municipal Railway's trolleys and LRVs.

Recommendation: Approve the proposed release of reserved funds in the requested amount of \$37,440.

Item 1k - File 150-91-1.4

Department: Recreation and Park Department (RPD)

Item: Request to release reserved funds in the amount of \$249,000 for improvements to the Potrero Hill Recreation Center.

Amount: \$249,000 (See Comment No. 2)

Source of Funds: Department of the Interior, National Park Service, Urban Park and Recreation Recovery Act funds

Description: The Board of Supervisors previously approved a resolution authorizing the Recreation and Park Department (RPD) to accept and expend \$249,900 in Federal Urban Park and Recreation Recovery Act grant funds in order to renovate the Potrero Hill Recreation Center. At the same time, the Board of Supervisors placed the entire amount of \$249,900 on reserve, pending the selection of a contractor, the submission of budget details and the MBE/WBE status of the contractor. Renovations to the Potrero Hill Recreation Center will include the replacement of the gymnasium floor and renovation of the bathrooms, locker rooms, kitchen, doors, walls and water fountain.

Through a competitive bid process, RPD awarded a contract to M. H. Construction, which is an MBE firm, for the amount of \$346,000. RPD is now requesting the release of \$249,900 in reserved funds in order to partially fund this contract (See Comment No. 3).

The amount allocated to the prime contractor and each subcontractor and their MBE/WBE status is as follows:

	<u>Services Performed</u>	<u>% of Contract</u>	<u>Amount</u>	
<u>Prime Contractor</u>				
M. H. Construction	Prime	50.3		\$174,110
<u>MBE Subcontractors</u>				
E & H Electric	Electrical	6.3	\$21,800	
HTB Plumbing	Plumbing	4.6	16,000	
J. C. Metal	Metal Fabrication	2.0	6,800	
Pioneer Roofing	Sheet Metal/Roofing	1.4	5,000	
P & S Associates	Drywall	<u>5.8</u>	<u>20,000</u>	
Subtotal - MBE		20.1		69,600

Memo to Government Efficiency and Labor Committee
 June 13, 1995 Government Efficiency and Labor Committee Meeting

	Services Performed	% of Contract	Amount
<u>WBE Subcontractors</u>			
United California Glass	Glass & Glazing	1.1	\$3,984
City Lumber & Hardware	Materials	<u>2.9</u>	<u>10,000</u>
Subtotal - WBE		4.0	\$13,984
<u>Other Subcontractors</u>			
Global Steel	Steel	1.0	\$3,256
Euro Hardware	Flooring	<u>24.6</u>	<u>85,050</u>
Subtotal - Other		25.6	<u>88,306</u>
TOTAL		100.0	<u>\$346,000</u>

Comments:

1. In response to an invitation for bids issued by RPD for the Potrero Hill Recreation Center renovation project, RPD received two bids. The bid from M. H. Construction was the low bid, as illustrated below:

<u>Name</u>	MBE/WBE <u>Status</u>	Amount <u>of Bid</u>
M. H. Construction	MBE	\$346,000
Seto's Construction Company	MBE	407,350

2. RPD advises that, because of a clerical error, the amount of \$249,000 as it appears in the proposed request to release reserved funds is incorrect and should instead be \$249,900.

3. The total contract cost of \$346,000 would be funded by the subject request to release \$249,900 in reserved funds plus \$96,100 in previously appropriated Open Space funds.

Recommendation: Approve the release of reserved funds in the amount of \$249,900.

Memo to Government Efficiency and Labor Committee
June 13, 1995 Government Efficiency and Labor Committee Meeting

Item 11 - File 153-95-1.1

Department: Department of Social Services (DSS)

Item: Hearing requesting release of reserved funds, Department of Social Services (HUD Grant Funds) in the amount of \$647,910 to administer the DSS's Homeless Prevention Family Support Center Program.

Amount: \$647, 910

Source of Funds: U.S. Department of Housing and Urban Development (HUD) Grant.

Description: The Board of Supervisors previously authorized the Department of Social Services to accept and expend \$1,281,510 in Federal grant funds over a three-year period in order to establish (1) a Homeless Prevention Family Support Center, and (2) a Childcare Program (File 153-95-1). Of the total \$1,281,510, \$647,910 was allocated to the Homeless Prevention Family Support Center and was placed on reserve pending selection of a non-profit organization to administer the program. Two non-profit agencies (Catholic Charities of the Archdiocese of San Francisco and Compass Community Services) submitted program proposals to DSS. Of the two agencies, Compass Community Services was selected by DSS as the superior candidate based on the criteria outlined in the Request for Proposal (RFP).

Compass Community Services, has submitted a budget of \$299,641 for a one-year contract beginning on July 1, 1995 and ending on June 30, 1996. One-third of the original \$647,910 HUD grant, or \$215,970, would be allocated by DSS for this contract, and the remaining \$83,671 would be funded in the DSS 1995-96 budget.

Budget: Compass Community Services Contract (\$299,641) for the Period 7/1/95-6/30/96

Salaries & Wages

Program Staff (4.5 FTE)	\$118,500
Admin. Staff (1.5 FTE)	17,500
Clerical Staff (0.5 FTE)	<u>10,500</u>
Subtotal	\$146, 500

Fringe Benefits

FICA	\$11,207
Unemployment Ins.	3,370
FUTA	0
Worker Comp.	4,395

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Health Insurance	\$13,185
Other	<u>3,003</u>
Subtotal	\$35,160

Nonpersonnel Costs

Rent	\$24,000
Utilities	0
Office Supplies	1,500
Communications	6,500
Travel	1,000
Photocopy & Printing	4,000
Ins., Bonding, Other	6,500
Professional Services	6,500
Accounting/Audit	0
Equipment Purchased	13,000
Maintenance:	
Equipment/Building	1,000
Depreciation:	
Equipment/Building	0
Taxes	0
Miscellaneous	500
Other	<u>15,402</u>
Subtotal	79,902

Total Pers.	
& Nonpers. Costs	\$261,562
Indirect Cost Rate	
@ 14.56%	<u>38,079</u>
Total Contract	\$299,641

Comments:

1. As noted above, the total contract of \$299,641 for Fiscal Year 1995-96 (7/1/95 - 6/30/96) would be funded from the subject HUD grant (\$215,970) and the DSS 1995-96 budget (\$83,671).

2. At the present time, the contract with Compass Community Services does not extend past June 30, 1996. Thus, only \$215,970 of the grant amount placed on reserve is needed at this time.

Recommendation: Approve the release of reserved funds in the amount of \$215,970, and continue to reserve the remaining amount of \$431,940.

Item 5 - File 39-95-1

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of May 23, 1995.

Item: Hearing transmitting a copy of the report issued by the 1994-95 Civil Grand Jury entitled "Findings and Recommendations Concerning Off-Street Parking, Department of Parking and Traffic, San Francisco".

Description: This item is a hearing to consider transmitting the above-mentioned final report of the 1994-95 Civil Grand Jury of the City and County of San Francisco. The report would be transmitted from the Board of Supervisors to the Presiding Judge of the Superior Court.

The 1994-95 Civil Grand Jury reviewed the administration of City-owned garages by the Department of Parking and Traffic's (DPT) Off-Street Parking Division. The Grand Jury found that the DPT is "moving with reasonable haste" to implement the recommendations of the Budget Analyst made in the Management Audit of City Owned Garages, which was submitted to the Parking and Traffic Commission in November of 1993. The Grand Jury made the following recommendations:

- The DPT should complete the implementation of recommendations made in the "Report to the San Francisco Parking and Traffic Commission by the Board of Supervisors Budget Analyst, November, 1993."
- There should be regularly scheduled monthly meetings among representatives from the five or more departments involved with the operation of the City-owned garaged.
- The DPT, in conjunction with the other participating departments, should move quickly to develop methods for ensuring accountability.
- The City should take action to carry out its objectives in a timely manner. The City should comply with its own contracts.
- Consistent, appropriate, penalties should be specified in the Management Agreements between DPT and the parking garage operators. Repetitive non-compliance should be grounds for disqualification from future contracts.

BOARD OF SUPERVISORS
BUDGET ANALYST

- An additional staff person should be hired -- or transferred -- in the DPT to assure the Management Agreements are followed.
- A cost/benefit analysis should be done quickly to determine if daily deposits of all garage receipts can enhance net revenue returns to the City.

Comments:

1. The Budget Analyst's 1994 management audit of City-Owned Garages included a recommendation that the Parking and Traffic Commission and all Non-Profit Parking Corporations include detailed performance specifications and reporting requirements with penalty clauses in all management contracts with operators. This recommendation is consistent with the Civil Grand Jury's recommendation that consistent, appropriate penalties should be specified in the management agreements.

2. The Budget Analyst's 1994 management audit also included a recommendation that the Parking and Traffic Commission add one FTE professional position in the Off-Street Parking Division to develop performance specifications, assist in bid preparation and evaluation, develop inspection checklists, carry out twice-monthly inspections, and other tasks related to analysis of parking rates and marketing of parking facilities. This recommendation is consistent with the Civil Grand Jury's recommendation that an additional staff person be hired or transferred to assure that the management agreements are followed.

3. The 1994 management audit recommended converting the City's leases with certain parking facilities to management contracts. One advantage of the management contracts is to improve revenue control through daily deposit of parking facility revenues to a City account. The Civil Grand Jury report states that, although the DPT has included such a provision in new management agreements, an amendment to at least one of the agreements has been approved by the Parking and Traffic Commission to shift from daily deposits to bi-monthly deposits of parking facility revenues to City accounts, in order to reduce the City's processing costs. The Budget Analyst took note of such potential processing costs in the management audit, and suggested that the Department of Real Estate (DRE), which must process the deposits, investigate the feasibility of using a lock box service at a commercial bank to perform this service if the increased workload proved to be excessive to the DRE. The Civil Grand

Jury recommends that the DPT conduct a cost/benefit analysis to determine if daily deposit of all garage receipts can enhance net revenue returns to the City, taking into account the processing costs.

4. The Civil Grand Jury report did not include cost estimates or savings estimates related to implementation of its recommendations.

5. The Presiding Judge of the Superior Court impanels the Civil Grand Jury. State law requires the Board of Supervisors to submit comments on the Civil Grand Jury's reports to the Presiding Judge. Therefore, a resolution to transmit the Civil Grand Jury report and the comments of the Board of Supervisors to the Presiding Judge of the Superior Court should be prepared in and reported out of the Government Efficiency and Labor Committee.

6. The Clerk of the Board requested that the Executive Director of the DPT submit a written report on each of the recommendations found in the Civil Grand Jury's report to the Board of Supervisors by May 19, 1995. The Department's response, submitted on May 17, 1995, is in the file. On May 17, 1995, the Civil Grand Jury responded in writing to the DPT, requesting "greater specificity and clarity" on some of the Department's responses. On May 24, 1995, the DPT responded to the Grand Jury and provided additional requested information.

Recommendation: Prepare in and report out a resolution for the Board of Supervisors to transmit the Civil Grand Jury Report and the Board of Supervisors comments to the Presiding Judge of the Superior Court.

Item 6 - File 39-95-2

Item: Hearing transmitting a copy of the report issued by the 1994-95 civil grand jury entitled "Homelessness in San Francisco."

Description: This item is a hearing to consider transmitting the above-mentioned final report of the 1994-95 Civil Grand Jury of the City and County of San Francisco. The report would be transmitted from the Board of Supervisors to the Presiding Judge of the Superior Court.

The 1994-95 Civil Grand Jury reviewed programs designed to alleviate homelessness in the City, working with representatives of City agencies, the Mayor's Budget Task Force on Homelessness, and the Continuum of Care Committee. The Grand Jury made the following recommendations:

- **The Matrix Program:** The Mayor's Office should develop a coherent statement of goals of the Matrix Program and should estimate the costs of the Program to evaluate its cost effectiveness.
- **Mandatory Housing:** The Department of Social Services (DSS) should establish an Advisory Council to develop property management standards for the Single Room Occupancy (SRO) hotels that have contracts with the City as part of the Mandatory Housing Program passed as a ballot measure by voters in 1994 (Proposition N). The Mandatory Housing Program should use a portion of the General Assistance rent payments to provide support services for tenants in the SRO hotels.
- **Continuum of Care Plan:** The Mayor's Office, in conjunction with the Mayor's Budget Task Force on Homelessness and the Continuum of Care Committee, should ensure that the action steps listed in the Continuum of Care Plan are implemented with feedback from the recipients of the Plan.
- **Code Enforcement Task Force's Residential Hotel Management Program:** The Mayor's Office should require that residential hotel operators attend the one-day seminar created by the Code Enforcement Task Force to provide practical advice on tenant/landlord relations and responsibilities and health and safety codes. There should also be public dissemination of the names and addresses of

residential hotels that are in noncompliance of City and State housing codes.

- Vouchers for Homeless People: The Mayor's Office should explore the initiation of a voucher program that would allow homeless people to purchase food, clothing, and other necessities at many sites in the City.
- Woman and Children: Special programs must be provided for woman and children which centralize and disseminate information and protect the privacy of these individuals.

Comments:

1. The Civil Grand Jury report did not include cost estimates or savings related to the implementation of its recommendations.

2. The Presiding Judge of the Superior Court impanels the Civil Grand Jury. State law requires the Board of Supervisors to submit comments on the Civil Grand Jury's reports to the Presiding Judge. Therefore, a resolution to transmit the Civil Grand Jury report and the comments of the Board of Supervisors to the Presiding Judge of the Superior Court should be prepared in and reported out of the Government Efficiency and Labor Committee.

3. The Clerk of the Board requested that the heads of the agencies mentioned in the Grand Jury report entitled Homelessness in San Francisco submit written reports to the Board of Supervisors on each of the recommendations found in the Grand Jury's report by June 9, 1995. These agencies include the Mayor's Office, the Board of Education, the Commission on the Status of Women, and the Department of Social Services. As of the writing of this report, the Board of Education and the Commission on the Status of Women have not submitted their written reports to the Board of Supervisors.

Recommendation: Contingent on the receipt of all needed reports, prepare in and report out a resolution for the Board of Supervisors to transmit the Civil Grand Jury Report and the Board of Supervisors comments to the Presiding Judge of the Superior Court.

Items 7 and 8 - Files 97-95-5 and 97-95-24

Departments: Chief Administrative Officer (CAO)
Purchasing Department

Items: Item 7, File 97-95-5 - Ordinance amending Chapter 1 of the Administrative Code by adding Section 1.6-A, to authorize the Clerk of the Board of Supervisors, upon the recommendation of the CAO, to approve the use of the City Seal on items proposed by the CAO, and allowing items with the approved use of the City Seal to be offered for sale by the City and County of San Francisco.

Item 8, File 97-95-24 - Ordinance amending the Administrative Code by adding Section 1.48, to authorize the CAO or the Purchaser to establish a Municipal Store for the purpose of (1) selling City surplus/salvage goods and souvenir merchandise bearing the City's seal, logos, emblems, symbols and designs to promote and advertise the City and County of San Francisco, (2) offering such merchandise through direct mail catalogue programs and agreements with retailers and distributors and (3) ensuring that City departments or Commissions offering goods for sale are credited with the profits from the sale of their goods.

Description: The proposed ordinance (File 97-95-24) would amend the Administrative Code by adding a new Section 1.48. Section 1.48 would provide that (1) the CAO or the Purchaser is authorized to take all actions necessary to establish a San Francisco City Store, (2) the CAO or the Purchaser may also provide for the sale of City Store merchandise through direct mail catalogue programs and agreements with retailers and distributors and (3) the CAO or Purchaser shall ensure that a portion of the profits from the sale of City surplus/salvage goods is credited to the City department or Commission which offered them for sale (see Comment 3 below).

According to Mr. Neal Taniguchi of the CAO's Office, the goals of the City Store are to (1) promote the City and County of San Francisco by marketing potential products, which the City and County uses or can produce in the course of its everyday work, (2) sell these products in a retail operation, in order to generate additional revenue for the City's General Fund, (3) provide entrepreneurial opportunities for City departments, and (4) provide private employment and training opportunities for homeless persons.

The proposed ordinance (File 97-95-5) would amend the Administrative Code by adding a new Section 1.6-A to

authorize the Clerk of the Board, upon recommendation of the CAO, to approve the use of the City Seal on items to be offered for sale by the City.

Comment:

1. Through its Request for Proposal (RFP) process, the CAO has selected Golden Gate Community Inc., a non-profit agency, to operate the City Store.

2. Attached is a memo, prepared by Mr. Taniguchi, which outlines (1) the provisions of the proposed contract with Golden Gate Community Inc., (2) the start-up costs of the proposed City Store, (3) the employment and job training opportunities associated with the proposed City Store, (4) the profit sharing plan for City departments which contribute salvage items, as well as items that can be duplicated (e. g., posters), to be sold at the City Store, (5) the estimated amount of gross sales that the City Store will generate the first year, and (6) the estimated amount of revenues that will accrue to the City.

Recommendation: Approval of the proposed ordinances is a policy matter for the Board of Supervisors.



WILLIAM L. LEE
CHIEF ADMINISTRATIVE OFFICER

June 9, 1995

TO: Harvey Rose, Budget Analyst, Board of Supervisors
FROM: Neal Taniguchi, CAO's Office
RE: Ordinance authorizing the CAO to establish a City Store

You have asked for a report regarding the establishment of the City Store, including the contractual terms and the estimated performance of the City Store during the first year.

The proposed ordinance would authorize the CAO to take all steps necessary to establish, operate and manage the City Store for the City, including entering into a contract with Golden Gate Community, Inc., the non-profit organization designated to operate the store for the City.

Golden Gate Community, Inc. has secured a tentative lease agreement with Pier 39 to lease 1,168 square feet for the first City Store site. The site is located midway along the pier, on the second floor, near the National Park Service Store and the Marine Mammal Center. Assuming the successful approval of this ordinance, the City Store could be open sometime in August, 1995. It is important to note, however, that the approval of the ordinance and the execution of this contract is essential to the City and Golden Gate Community, Inc. so that the Pier 39 space can be leased and the store opened in August.

The contract authorizes Golden Gate Community, Inc. to operate and manage the City Store for the City. Important provisions of the contract include:

- A contract term with an initial period of three years, with two one-year options;
- A management fee of 7% of gross sales, and an incentive fee based on a range of 5-10% of net profits, depending on the amount of net profits earned each month. The higher the amount of net profits earned monthly, the higher the percentage incentive fee Golden Gate will earn. During the third year, the management fee increases to 10% of gross sales and the incentive fee range increases to between 7-17.5%.
- A required operating plan to be submitted prior to the start of each contract year. The operating plan must include a proposed operating and capital budget, a merchandising and marketing plan, goals for employment and job training, as well as any plans for expansion or modification of the City Store operation.
- A required inventory system that tracks each City sales item, enabling the City to ensure that all City salvage items are sold and resulting earnings credited to the contributing departments.
- A 30-day out clause, which enables the City and the contractor to shut down the project if the store operation is not successful.

Startup costs of the store.

At this point, Golden Gate Community projects startup costs to open the store to be the following:

Starting Inventory	\$20,400
Tenant Improvements	10,000
Advertising and Public Relations	6,000
Project management	20,800
Working Capital, includes operations, equipment, etc.	<u>30,000</u>
Total	\$87,200

The startup costs are funded through an outside grant from the Roberts Foundation. These costs, according to the contractual agreement, are excluded from the reimbursable operating costs of the City Store project. These costs are delineated in the contract.

We do not anticipate any General Fund costs to open the City Store.

Employment and Job training

Golden Gate Community, Incorporated (GGCI), is a community non-profit organization that has served homeless and low income individuals since 1981 through its Oak Street House program. More recently, GGCI has focused on homeless economic development initiatives, including transitional housing for homeless individuals, job-training, and professional placement opportunities. One such economic development initiative, Ashbury Images, a business started in 1990, provides screen-printed apparel for the sportswear and corporate identity markets. Ashbury Images has been relatively successful, and currently employs six homeless and formerly homeless individuals in the operation of the business.

Golden Gate's rationale for pursuing this business arrangement with the City is to provide an economic and employment development initiative for formerly homeless individuals. Except for the store manager, all of the employees associated with the City Store project will be formerly homeless individuals. The store itself will employ a projected three full-time-equivalent positions. Golden Gate's goal is to use these three positions to train individuals in retail sales and to place successful trainees in established retail sales operations, such as the GAP stores.

In addition, Golden Gate expects to employ formerly homeless individuals in its other businesses to refurbish salvage City items for sale in the City Store.

Profit sharing plan

The City Store project also includes a profit sharing plan with the contributing departments. The profit sharing plan is a very important aspect of the City Store project in that sharing of profits provides departments with an incentive to continually contribute salvage items, such as used traffic signs, as well as items that can be duplicated, for sale in the City Store. The City Store will derive its success from the unique items that the City departments use in their daily work and can contribute for sale in the store.

Presently, it is planned that, for every salvage item contributed, departments will be credited with 10% of the gross sale of that item, plus 25% of the net profit associated with the sale of that item.

For sale items that are duplicated from City department property, the departments will be credited with 25% of the net profit associated with that item.

If not otherwise budgeted, revenues credited to the departments may be supplementally appropriated for equipment, supplies, or services, upon approval of the Mayor and Board of Supervisors.

These funds will not be placed in a special fund. Instead, profits will be credited to the departments' revenue accounts and can be appropriated from those accounts.

Estimated financial performance

Golden Gate Community, Inc. has provided preliminary estimates of the sales performance of the City Store. During the first year of the City Store's operation, we expect conservative, but positive, financial results. Golden Gate estimates:

gross sales	\$283,770
Cost of Goods sold	(68,250)
Operating Costs, including all management fees*	<u>(200,450)</u>
*Management fees - \$21,673	
Projected profit to City during first year	\$15,070

These estimates of gross sales are preliminary. It is important to note that net profits to the City could be greater if more salvage items are contributed by the departments for sale in the City Store, or if sales volume is underestimated. Given the amount of foot traffic at Pier 39, the sales volume could be somewhat underestimated.

Given the above preliminary estimates, the estimated profit to the City is slightly more than \$15,000, of which about \$5,500 would be credited to the departments. The remaining \$9,500 would be credited to the General Fund or to Special Funds.

If you should have further questions, I am available at 554-4857.

cc: Rosa Lizardo, Supervisor Leal's Office

Item 9 - File 51-95-1.1

1. This item is a hearing to consider employee claims of Mr. Alex Clemens (City Attorney's Office) and Ms. Seema Grover (Public Library) for reimbursement for the cost of personal property of City and County employees damaged or stolen in the line of duty.

2. Section 10.25-1 of the Administrative Code authorizes the Controller to provide reimbursement to City employees to recover part or all of the costs of replacing or repairing equipment or property which has been damaged or destroyed in the line of duty without the fault of the City employees. The Controller recommends reimbursement after reviewing the claim and after reviewing the Department Head's certification that the damage occurred in the line of duty and that the amount certified for payment is fair and reasonable.

Comments

1. The claims of Mr. Alex Clemens (City Attorney's Office) and Ms. Seema Grover (Public Library) were severed from File 51-95-1 in the Government Efficiency and Labor Committee Meeting of May 23, 1995.

2. Consideration of Mr. Clemens and Ms. Grover's claims were continued for the June 13, 1995 Government Efficiency and Labor Committee Meeting

3. Mr. Clemens was in the City of Berkeley collecting information on a fraud case when his antenna was snapped off his car. According to Mr. Matthew Hymel, of the \$106.00 claim submitted by Mr. Clemens, the Controller's Office recommends a partial payment of \$100.00, which coincides with Mr. Clemens' insurance deductible.

4. While attending a meeting, Ms. Grover's briefcase, purse, wallet, checkbook holder, business card holder, pen case, pen, keychain, cosmetic case, and various cosmetics were stolen from her desk during the work day. According to Mr. Hymel, of the \$1,111.00 claim submitted by Ms. Grover, the Controller's Office recommends partial payment of \$615, which reflects the cost for lost work-related items only, less 25 percent for the age of each item.

5. The Controller's Office has submitted a resolution authorizing reimbursement totaling \$715.00 for the cost of claims submitted by the above-noted City employees.

Recommendation

Prepare in and report out the resolution as submitted by the Controller's Office authorizing payment of \$100.00 for Mr. Clemens and \$615.00 for Ms. Grover for the above-noted subject claims.

Item 10 - File 64-95-2

Departments: Real Estate Department
Department of Public Health (DPH)

Item: Resolution authorizing the lease of real property at 1540 Market Street, Suite 260, for the Department of Public Health.

Location: 1540 Market Street - Suite 260

Purpose of Lease: Office space for the DPH Wedge Program

Lessor: 1540 Market Street Investment Company

Lessee: Department of Public Health (DPH)

No. of Sq. Ft. and Cost Per Month: 1,296 square feet at approximately \$1.08 per square foot, or \$1,404 per month.

Annual Cost: \$16,848

% Increase Over Prior Lease: 17 percent (See Comment No. 3)

Term of Lease: January 1, 1995 to December 31, 1995

Utilities and Janitor Provided by Lessor: Yes

Right of Renewal: Annually

Source of Funds: Federal Centers for Disease Control Grant funds

Description: The DPH Wedge Program is an AIDS education program funded by a grant from the Federal Centers for Disease Control. The Wedge Program previously occupied two suites at 1540 Market Street including Suite 435 at \$1.21 per square foot per month for 826 square feet, and Suite 480 at \$1.17 per square foot per month for 171 square feet, for a total of 997 square feet at a total cost of \$1,200 monthly or \$14,400 annually.

The Wedge Program moved to its present location in Suite 260 (subject of this request) on October 1, 1994 after another DPH program vacated the subject suite. The Wedge Program has occupied Suite 260 under a holdover provision of the

previous lease for that suite which expired on December 31, 1994.

Comments:

1. Since the Wedge Program has occupied Suite 260 under a holdover provision of the prior lease since January 1, 1995, approval of the proposed lease would be retroactive to January 1, 1995. Therefore, the title of the proposed legislation should be amended to authorize the proposed lease retroactively.

2. Mr. Harry Quinn of the Real Estate Department advises that the rental rate of \$1.08 per square foot for 1,296 square feet (\$1,404 monthly) represents fair market rent for this property and is unchanged from the rental rate for this suite under the lease for the previous DPH lessee.

3. Currently, five employees of the Wedge Program occupy Suite 260, the same number of employees previously occupying Suites 435 and 480. Based on the total of 1,296 square feet, each employee has an average space of 259.2 square feet. However, according to Ms. Carol Badran of the Wedge Program, in addition to the employees, the suite is used by an average of 8 volunteers on a daily basis. The square footage occupied by the Wedge Program has increased by 299 square feet (from 997 to 1,296 square feet) or approximately 30 percent, with a corresponding annual increase in cost of \$2,448 (from \$14,400 to \$16,848) or 17 percent.

4. Ms. Badran advises that the DPH requested that the Wedge Program occupy Suite 260 in order to consolidate the four DPH programs at 1540 Market Street into adjacent suites to allow sharing of resources. According to Ms. Badran, the reason for the 30 percent increase in square footage and corresponding 17 percent increase in cost for the Wedge program is to accommodate (a) a 50 percent increase in the average number of volunteers using the suite on a daily basis from 4 to 8 volunteers, and (b) the DPH's anticipated hiring of two part-time peer educators in 1996, pending the approval of funding from the Federal grantor. Ms. Badran reports that the Wedge Program shares a storage space and hallway lounge area in Suite 260 with other, adjacent DPH programs.

- Recommendations:**
1. Amend the title of the proposed resolution to authorize the proposed lease retroactively in accordance with Comment No. 1 above.
 2. Approve the proposed resolution, as amended.

Item 11 - File 64-95-4

Department: Real Estate Department
Public Library

Item: Resolution authorizing a lease of real property at 2450 San Bruno Avenue for the Portola Branch Library.

Location: 2450 San Bruno Avenue at Silliman Street

Purpose of Lease: Site for Portola Branch Library

Lessor: Hung-Kin Wong and Pui-Yung Wong

Lessee: City and County of San Francisco

No. of Sq. Ft. and Cost Per Month: Approximately 3,475 square feet at approximately \$0.98 per square foot, or \$3,400 per month.

Annual Cost: \$40,800

Term of Lease: Five years commencing upon approval of lease.

Utilities and Janitor Provided by Lessor: No

Source of Funds: Library Preservation Fund

Comments:

1. Ms. Claudine Venegas of the Department of Real Estate (DRE) reports that the landlord at the previous site of the Portola Branch Library (2434 San Bruno Avenue) refused to renew the lease, forcing the Library to vacate the premises in July of 1994. This previous site had 1,735 square feet of space, which the City rented for \$0.66 per square foot. Although the City would rent the proposed site for \$0.98 per square foot, Ms. Venegas states that the DRE has verified that this is the current fair market rate. Ms. Venegas advises that the proposed lease would provide the City with a flat lease rate for the five year term of the lease.
2. Ms. Venegas states that the subject building must be renovated to improve disabled access and to provide a separate electric meter so that the City can take advantage of municipal electricity rates. The total projected cost of the renovation is \$48,380. Under the terms of the lease, the City would pay \$35,780, or 74 percent, of the renovation costs. The lessor would pay

\$12,500, or 26 percent of the renovation costs. Mr. Richard Walsh of the Public Library states that the Library's share of the renovation costs has been included in the Library's proposed FY 1995-96 budget.

During the first two months of construction, the City would pay 50 percent of the monthly rental charge, according to Ms. Venegas. She further states that the City would not be liable for rental payments for any period beyond two months in which the building remains under construction. Ms. Venegas advises that the anticipated construction period is two to three months.

3. Under the terms of the proposed lease, the City may terminate the lease with reasonable advance notice to the Lessor if sufficient funds are not appropriated for rental payments.

4. The site of the proposed lease is approximately twice the size of the former site of the Portola Branch Library. However, Mr. Walsh states that the Portola Branch Library will now be a regular branch library with staff, rather than a Reading Room. Furthermore, Mr. Walsh advises that at the old site, children's books were located in the same room as adult books. Mr. Walsh states that the larger space in the proposed site will enable the Portola Branch Library to place children's and adult's books in separate areas, and to accommodate the new materials purchased with the Library's expanded book budget.

Recommendation: Approve the proposed resolution.

Items 12 and 13 - Files 93-95-29 and 93-95-29.1

Department: Human Resources Department (HRD)

Item: Item 12 - File 93-95-29 Resolution ratifying the administrative provisions of the Memorandum of Understanding between the Ironworkers Union, Local 377 and the City and County of San Francisco, awarded by the panel of arbitrators.

Item 13 - File 93-95-29.1 Ordinance implementing the fiscal provisions of the Memorandum of Understanding between the Ironworkers Union, Local 377 and the City and County of San Francisco, awarded by the panel of arbitrators.

Description: The proposed resolution would ratify a Memorandum of Understanding (MOU) between the City and County of San Francisco and the Ironworkers Union, Local 377 concerning wages, hours and other terms of employment, and the proposed ordinance would implement the fiscal provisions of this MOU. The period of the proposed MOU would be from July 1, 1995, through June 30, 1996. The classifications and employees represented by Local 377 are as follows:

<u>Class</u>	<u>Title</u>	Number of Positions in 1994-95 Annual <u>Salary Ordinance</u>	Annual Salary at <u>Top Step</u>
7395	Ornamental Ironworker	9	\$50,295
9342	Ornamental Iron. Supe. 1	1	\$55,202
9346	Fusion Welder	2	\$59,691

The proposed MOU includes the following major changes in fiscal provisions from the previous MOU:

One-Time Wage Settlement

The lawsuit brought by the unions against the City for the City's non-payment of employee wage increases in FY 1993-94 and FY 1994-95, based on the Salary Standardization Ordinance, has been settled. Under the terms of the settlement, employees under this MOU will receive a one-time payment of 25 percent of the scheduled wage increase that they would have received in FY 1994-95, based on the Salary Standardization Ordinance.

Wage Increase

The employees under this MOU will receive a 2 percent wage increase on July 1, 1995.

Retirement Pick-up

Previously, the employees under this MOU contributed 7.5 percent of their wages to their retirement plan. Effective October 1, 1995, the City shall "pick-up" up to 4.5 percent of the current 7.5 percent of the employee's share of retirement costs.

Dependent Health Pick-up

Previously, the employees under this MOU made monthly payments for dependent health care. The amounts of such payments vary for each employee according to the number of dependents covered. The proposed MOU provides that the City will "pick-up" an increasing amount of these monthly payments for dependent health care. Effective October 1, 1995, the City will pay up to \$75 per employee per month for dependent health care, and effective January 1, 1996, the City will pay up to \$125 per employee per month for dependent health care.

Dental Coverage

This MOU provides for dental insurance coverage for employees at a rate of \$886.54 per employee per year. This is a new benefit for the employees under this MOU.

Summary

The Controller estimates that the above fiscal provisions will cost the City an additional \$44,831 in FY 1995-96, and \$49,937 annually after FY 1995-96 if the terms of the proposed one year MOU are continued. While the Annual Salary Ordinance allows for 12 positions in these classes, as shown above, the Controller's estimate of costs is based on an actual count of 10 employees, which is the number of filled positions in these classes. In summary, the increased annual costs to the City, as estimated by the Controller's Office for the provisions noted above, are as follows:

Lawsuit Settlement	Wage Increase	Retirement Pick-up	Dependent Health Pick-up	Dental Coverage	1995-96 Incremental Costs	Annual Ongoing Costs
\$3,101	\$11,244	\$16,746	\$4,875	\$8,865	\$44,831	\$49,937

- Comments:** The Budget Analyst concurs with the Controller's estimate of the costs of the salary increase and benefits which are identified in this MOU.
- Recommendations:** Approval of the proposed resolution (File 93-95-29) and the proposed ordinance (File 93-95-29.1) are policy matters for the Board of Supervisors.

Item 14 - File 172-95-19

Department: Police Department

Item: Resolution authorizing the Chief of Police to execute a hold harmless agreement with the United States Department of Defense for the loan to the City's Police Department from the Department of Defense of radios and communications-related equipment prior to and during the United Nations (UN) 50 Celebration.

Description: The UN 50 Celebration, which is in progress now in San Francisco, is scheduled to continue through approximately the end of June, 1995. The U.S. Department of Defense has offered to lend various radio and communication-related equipment to the City's Police Department for their use during the UN 50 Celebrations occurring from June 20 through June 27, 1995 at no cost to the City. During this one week period in late June, 1995, over 140 UN Ambassadors from around the world, former UN Ambassadors and various international civic and political leaders, including President Clinton are expected to participate in the UN 50 Celebration activities in San Francisco.

The proposed resolution would authorize the Chief of Police to enter into a hold harmless agreement with the U.S. Department of Defense for use of this equipment.

Comments: 1. According to Lieutenant Lawrence Barsetti, the Department of Defense will be loaning the Police Department 800 Motorola Saber II portable radios, 1,600 batteries to power the radios, 127 station chargers for the batteries, 15 base station radios, three repeaters (radio receivers mounted on tall buildings), 50 undercover microphone sets and 15 hand held megatometers (metal detectors). Lieutenant Barsetti reports that this additional Department of Defense equipment will permit the Police Department to communicate more effectively, while providing improved security and crowd control during the UN 50 Celebration.

2. According to Lieutenant James Fry, the Police Department currently owns approximately 400 portable radios for use by approximately 1,900 Police Officers. The additional Department of Defense radio and related equipment will provide the Police Department with the necessary additional equipment during the UN 50 Celebration, without requiring a reallocation of the

Department's existing equipment. Lieutenants Barsetti and Fry confirm that the Police Department currently has possession of this Department of Defense equipment.

3. Mr. Ray Puccinelli, attorney for the Police Department, reports that under the proposed hold harmless agreement, the City would assume the responsibility for all debts, judgments and claims against the U.S. Government arising from the possession, use or transportation of the borrowed equipment and agrees to hold the U.S. Department of Defense harmless from any such claims and liability other than those arising from the negligent or wrongful conduct of the U.S. Government. Mr. Puccinelli reports the City's potential liability is limited since the Police Department is not borrowing any weapons from the Department of Defense and the radio and other related equipment are similar to the Police Department's existing equipment. According to Mr. Puccinelli, the Chief of Police does not have the authority to enter into a hold harmless agreement with the Department of Defense without the approval of the Board of Supervisors. The proposed resolution would provide such authority for the Chief of Police.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 15 - File 172-95-21

Department: Department of Electricity and Telecommunications (DET)

Item: Resolution approving the modification of the contract agreement between Siemens Rolm Communications, Inc. and the City and County of San Francisco, dated September 20, 1994, which results in an additional cost to the City that exceeds ten percent of the original contract amount.

Amount: \$270,606

Source of Funds: Earthquake Safety Program (ESP) II Bond Funds

Description: Section 6.6 of the Administrative Code requires that a contract modification resulting in an additional cost to the City in excess of ten percent of the original contract amount requires approval by the Board of Supervisors. The Department of Electricity and Telecommunications (DET) reports the total cost to rent telecommunications equipment and for related services by Siemens Rolm Communications, Inc. ("Rolm") is \$1,950,598, or \$270,606 (16.1 percent) more than the original contract amount of \$1,679,992. The source of funds for this contract was Earthquake Safety Program (ESP) II Bond funds. As such, the proposed resolution would approve a contract modification for the contract agreement between Rolm and DET.

City departments previously located at City Hall were temporarily relocated to office space located at 633 Folsom Street, 875 Stevenson Street, the War Memorial Veterans Building and other locations in February of 1995. In order to provide these departments with telecommunications equipment and services, including telephone sets, telephone switches and wiring, DET reached an agreement with Rolm. Under this agreement, Rolm agreed to rent telecommunications equipment and to provide installation, maintenance, system analysis and design, project management, training and other services to City departments at their temporary locations.

However, according to DET, because of changes in floor plans, the need for additional equipment and services not included in the Request for Proposals (RFP), and delays in construction caused by another contractor, additional work and upgrades to the telecommunications system are now necessary (See Comment No. 2). DET estimates that the total cost of this additional work is \$270,606, which will be paid for with ESP Bond funds that were previously

appropriated for contingencies. The Attachment, provided by DET, shows a cost breakdown of the additional equipment and services to be provided by Rolm.

Comments:

1. According to Mr. Preston Tom of the City Attorney's Office, the foregoing telecommunications equipment was leased rather than purchased by DET because ESP Bond Fund monies may not be used to purchase equipment.

2. DET advises that one of the reasons for the proposed contract modification is a delay caused by another contractor involved in the City Hall relocation project. According to Mr. Tom, that contractor, Scott Electric, Inc., is liable for the additional cost resulting from its failure to perform. Mr. Tom advises that the City will be reimbursed by Scott Electric, Inc. in an estimated amount of \$50,000 out of the additional \$270,606 cost of telecommunications equipment and services.

Recommendation: Approve the proposed resolution.

SIEMENSAttachment**ROLM Communications**

April 21, 1995

Mr. Ron Kramer
City and County of San Francisco
901 Rankin Street
San Francisco, CA 94124

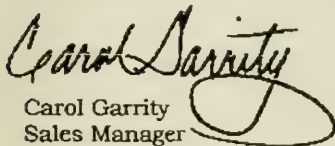
Dear Ron:

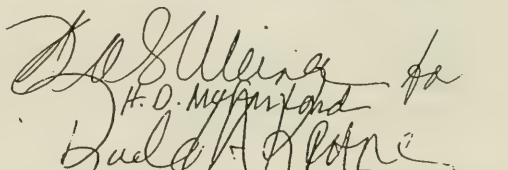
The following items have been agreed to by the City and County of San Francisco and Siemens Rolm Communications as additional costs to the City Hall Project:

Cabling	232,877.00
Desktop Products	23,447.20
Walker In-Line Adapters	160.20
Voice Bridge	3,681.00
Xiox Equipment	9,190.80
StarTel	1,250.00
TOTAL COST	\$270,606.20

if you have any questions, please feel free to give me a call at (510) 277-5555.

Sincerely,


Carol Garrity
Sales Manager


H.D. Myerford
Agreed to By City and County of
San Francisco - Department of Electricity
and Telecommunications

cc: Carl Ruiz

Siemens Rolm Communications Inc.

4000 Executive Parkway
Suite 210
San Ramon, CA 94563

Tel: 510-830 1155

** TOTAL PAGE.01 **

Item 16 - File 25-95-3

Note: This item was continued from the May 23, 1995, Government Efficiency and Labor Committee meeting to the June 13, 1995 meeting at the request of the Chair of the Committee, so that the Real Estate Department could hold a Meet and Confer session with the Local 790 United Public Employees Union.

Department: Real Estate Department

Item: Resolution concurring with the Controller's Certification that security services for the office building at 875 Stevenson Street can be practically performed by private contractor for lower cost than similar work services performed by City employees.

Services to be Performed: Security Services for 875 Stevenson Street

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

As part of the move from City Hall due to the seismic retrofitting required following the Loma Prieta earthquake, the offices of the Controller, the Registrar of Voters, and other offices relocated to the office building at 875 Stevenson Street. Entry security services at City Hall for these departments were previously provided by the Sheriff's Department. However, the Sheriff's Department staff, who perform entry security services, have all been reassigned to sites where the other City departments have been relocated. As such, the Sheriff's Department staff is not available to provide entry security services at 875 Stevenson.

The Controller has determined that contracting security services for FY 1995-96 would result in estimated savings as follows:

City-Operated Service Costs

Salaries *	\$53,636
Fringe Benefits	<u>14,523</u>
Total	\$68,159

<u>Contractual Services Cost</u>	<u>43,956</u>
----------------------------------	---------------

Estimated Savings

\$24,203

* There is not a salary range for the 8724 Cadet position that would perform these entry security services for the City.

Comments:

1. Mr. Larry Jacobson of the Real Estate Department advises that this is the first year that the City would contract for security services at 875 Stevenson Street. Mr. Jacobson advises that the contractor, Burns International, was selected as the lowest of three bidders to provide security services at 875 Stevenson from approximately May 16, 1995 through June 30, 1996.

2. Mr. Jacobson advises that Burns International has been providing entry security services at 875 Stevenson Street on an emergency basis, since April 13, 1995 (File 101-94-79) Mr. Jacobson also advises that these are temporary security services which will be required through 1998, until such time as the renovations for City Hall are completed.

3. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached. The contractor, Burns International, is not an MBE/WBE.

4. Mr. Jacobson advises that Burns International provides health care coverage for its employees.

5. Mr. Anthony Delucchi of the Real Estate Department advises that, as requested, the Real Estate Department met and conferred with a representative from the Local 790-United Public Employees Union about the use of private contractors, versus the use of civil service employees, to provide security services at 875 Stevenson. Mr. Delucchi advises that it is still the position of the Real Estate Department that these security services should be provided by a private contractor. However, Ms. Lawanna Preston, a representative of the Local 790 Union, advises that it is the Union's position that the City should use civil servants to provide these services. Ms. Preston advises that there are currently three custodian positions which are being eliminated in the FY 1995-96 Water Department budget. According to Ms. Preston, the three former custodians could potentially be retrained to provide security services.

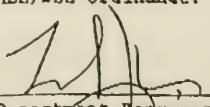
Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

900-2: Charter 8.300-1 (Proposition J) Questionnaire

Charter 8.300-1 (Proposition J) Questionnaire

Department Real Estate For time Period May 16, 1995 to June 30, 1996
Contract Services Security at 875 Stevenson

- 1) Who performed services prior to contracting out?
This is a new service
- 2) Number of City employees laid off as a result of contracting out?
None
- 3) If the employees were not laid off as a result of contracting out,
what happened to them?
No City employees do this service
- 4) What percent of a City employee's time is spent on services to be
contracted out?
None
- 5) How long have the services been contracted out?
This is a new service
- 6) Will contract services meet goals of MBE/WBE Ordinance?
No



Department Representative
Larry Jacobson

Telephone: 554-9863

Memo to Government Efficiency and Labor Committee
June 13, 1995 Government Efficiency and Labor Committee Meeting

Item 17 - File 25-95-4

NOTE: This item was continued at the May 23, 1995 meeting of the Government Efficiency and Labor Committee.

Department: Real Estate Department

Item: Resolution concurring with the Controller's certification as required by Charter Section 8.300-1 (Proposition J) that janitorial services at the City-owned building at 25 Van Ness Avenue can continue to be practically performed by a private contractor for lower cost than similar work services performed by City employees.

Services to be Performed: Janitorial Services

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for janitorial services for FY 1995-96 at 25 Van Ness Avenue would result in estimated savings as follows:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City-Operated Service Costs</u>		
Salaries	\$163,794	\$193,454
Fringe Benefits	<u>51,318</u>	<u>56,649</u>
Total	\$215,112	\$250,103
<u>Contractual Services Cost</u>	<u>126,000</u>	<u>126,000</u>
<u>Estimated Savings</u>	\$89,112	\$124,103

Comments:

1. Mr. Robert Haslam of the Real Estate Department reports that certification under Charter Section 8.300-1 for contracting out these services was first approved in 1991.
2. Mr. Matthew Hymel of the Controller's Office, reports that the Contracted Service Cost used by the Controller's Office for the purpose of this analysis was the current contractor's charge for providing janitorial services for FY 1995-96.

BOARD OF SUPERVISORS
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3. Mr. Haslam advises that the City's current contract for janitorial services at 25 Van Ness Avenue is a two-year contract with Ward Building Maintenance which expires August 31, 1996. Mr. Haslam adds that the City is expected to continue its contract with Ward Building Maintenance. Ward Building Maintenance is a certified MBE and provides health insurance to its employees.

4. Mr. Haslam reports that the building at 25 Van Ness Avenue is approximately two thirds occupied by City offices and one third occupied by private sector tenants. The City offices include the Arts Commission, Commission on Aging, Commission on the Status of Women, Human Rights Commission, Department of Public Health's AIDS Office, Department of Parking and Traffic, Public Guardian, Real Estate Department, Rent Arbitration Board, Sheriff's Investigative Services Division, Unreinforced Masonry Building (UMB) Seismic Safety Task Force, Mayor's Youth Forum and Tax Collector's Business Tax Office.

5. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

Recommendation: Approve the proposed resolution.

Attachment900-2: Charter 8.300-1 (Proposition J) QuestionnaireCharter 8.300-1 (Proposition J) Questionnaire

Department Real Estate For time Period 7/1/95 - 6/30/96
Contract Services Janitorial

- 1) Who performed services prior to contracting out?

Not applicable. City purchased 25 Van Ness in November 1991. A private contractor provided janitorial services.

- 2) Number of City employees laid off as a result of contracting out?

None.

- 3) If the employees were not laid off as a result of contracting out, what happened to them?

N/A

- 4) What percent of a City employee's time is spent on services to be contracted out?

None

- 5) How long have the services been contracted out?

3 1/2 yrs.

- 6) Will contract services meet goals of MBE/WBE Ordinance?

Yes

Robert E. Haslam
Department Representative
Robert E. Haslam

Telephone: 554-9873

Item 18 - File 25-95-5

NOTE: This item was continued at the May 9, 1995, Government Efficiency and Labor Committee Meeting.

Department: Real Estate Department

Item: Resolution concurring with the Controller's certification that security services for 25 Van Ness Avenue can be practically performed by a private contractor for lower cost than similar work services performed by City and County employees.

Services to be Performed: Security Guard Services at 25 Van Ness Avenue

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for security guard services at the 25 Van Ness office building would result in the following estimated savings for FY 1995-96:

	Lowest Salary Step	Highest Salary Step
<u>City-Operated Service Costs</u>		
Salaries	\$117,473	\$138,685
Fringe Benefits	<u>39,015</u>	<u>42,827</u>
Total	\$156,488	\$181,512
<u>Contractual Services Cost</u>	<u>90,666</u>	<u>90,666</u>
<u>Estimated Savings</u>	\$ 65,822	\$ 90,846

Comments:

1. The security guard services at 25 Van Ness Avenue have been contracted out, continuously, since 1991 as allowed under Section 8.300-1 of the Charter of the City and County of San Francisco.
2. The current two-year contract, which expires on September 30, 1996, is with McCoy's Patrol Service, an MBE firm. According to Mr. Steve Alms of the Real Estate Department, McCoy's Patrol Service was one of four bidders for the contract that began on October 1, 1994. Mr. Alms

indicates that McCoy's Patrol Service does not provide health insurance for its employees.

3. The Contractual Services Cost used for the purpose of this analysis is the current contractor's estimated cost for security services for Fiscal Year 1995-96.

4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

5. Mr. Alms reports that the building at 25 Van Ness Avenue is approximately two thirds occupied by City offices and one third occupied by private sector tenants. The City offices include the Arts Commission, Commission on Aging, Commission on the Status of Women, Human Rights Commission, Department of Public Health's AIDS Office, Department of Parking and Traffic, Public Guardian, Real Estate Department, Rent Arbitration Board, Sheriff's Investigative Services Division, Unreinforced Masonry Building (UMB) Seismic Safety Task Force, Mayor's Youth Forum and Tax Collector's Business Tax Office.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

900-2: Charter 8.300-1 (Proposition J) Questionnaire

Charter 8.300-1 (Proposition J) Questionnaire

Department Real Estate

For time Period 10/1/94-9/30/96

Contract Services Security

- 1) Who performed services prior to contracting out?

Not applicable. City purchased 25 Van Ness in November 1991. A private contractor provided security services.

- 2) Number of City employees laid off as a result of contracting out?

None

- 3) If the employees were not laid off as a result of contracting out, what happened to them?

N/A

- 4) What percent of a City employee's time is spent on services to be contracted out?

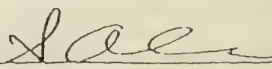
None

- 5) How long have the services been contracted out?

3-1/2 years

- 6) Will contract services meet goals of MBE/WBE Ordinance?

Yes



Department Representative
Steve Alms

Telephone: (415) 554-9865

Item 19 - File 25-95-6

Department: District Attorney, Family Support Bureau

Item: Resolution concurring with the Controller's certification that legal process server services can continue to be practically performed for the District Attorney, Family Support Bureau, by a private contractor for a lower cost than similar services performed by City and County employees.

Services to be Performed: Legal Process Service

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services if the Controller certifies, and the Board of Supervisors concurs, that such services can be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for legal process service for the District Attorney's Family Support Bureau for FY 1995-96 would result in estimated savings as follows:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City-Operated Service Costs</u>		
Salaries	\$245,744	\$289,977
Fringe Benefits	80,709	88,231
Operating Expenses	<u>51,840</u>	<u>51,840</u>
Total	\$378,293	\$430,048
<u>Contractual Services Cost</u>	<u>169,740</u>	<u>169,740</u>
<u>Estimated Savings</u>	\$208,553	\$260,308

- Comments:**
1. An outside contract for legal process service for the District Attorney's Family Support Bureau was first certified, as required by Charter Section 8.300-1, in Fiscal Year 1985-86, and these services have been provided by an outside contractor since then.
 2. The Family Support Bureau's current contract for legal process services is with Sprint-Pacific Legal Services, which is a City-certified MBE. For FY 1995-96, this contract will be put out to bid by the Purchaser. The current contract's expiration date is June 30, 1995.

3. Sprint Pacific Legal Services does not provide health insurance for its employees. As noted above, the current contract with Sprint Pacific Legal Services expires on June 30, 1995, and the contract for these services will be put out to bid by the Purchaser.

4. The contract service cost used for the purposes of this analysis is an estimate prepared by the Family Support Bureau based on their projected 1995-96 volume of legal process service required, and on the cost of these services in prior years.

5. The Controller's supplemental questionnaire, with the Department's responses, is attached.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

CHARTER 8.300-1 (PROPOSITION J) QUESTIONNAIRE

DEPARTMENT: D.A. Family Support

CONTRACT SERVICES: Legal Process Service

CONTRACT PERIOD: July 1, 1995-June 30, 1996

- (1) Who performed activity/service prior to contracting out?
Four Family Support Bureau Staff, 2 8102 Process Servers and 2 8158 FSB Investigator IIs. At that time, however, the volume of required service was significantly lower than the current need.
- (2) Number of City employees laid off as a result of contracting out?
Two vacant positions (2 8102s) were deleted in FY 84/85 budget.
- (3) Explain disposition of employees if they were not laid off?
N/A
- (4) What percentage of City employee's time is spent on services to be contracted out?
N/A
- (5) How long have the services been contracted out? Is this likely to be a one-time or an ongoing request for contracting out?
Nine years. Ongoing
- (6) What was the first fiscal year for a Proposition J certification? Has it been certified for each subsequent year? Yes
FY 1985/86.
- (7) How will contract services meet the goals of your MBE/WBE Action Plan?
Unknown - these services are awarded on the basis of a low bid in response to a Purchasing Department contract proposal. While Family Support seeks out and advises prospective minority and women owned firms on the nature of the service, selection of a contractor is accomplished by the Purchase.
- (8) Does the proposed contract require that the contractor provide health insurance for its employees? Even if it is not required, does the proposed contractor provide health insurance for its employees? Unknown- The Purchaser bids out and awards these services.

Department Representative: Merlin Zimmerly

Telephone Number: (415) 553-4319

Memo to Government Efficiency and Labor Committee
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Item 20 - File 25-95-7

Department: Airports Commission

Item: Resolution approving the Controller's certification that shuttle bus services at the San Francisco International Airport can continue to be practically performed by a private contractor at a lower cost for fiscal year commencing July 1, 1995 than if work were performed by City and County employees.

Services to be Performed: Shuttle Bus Services

Description: The Controller has determined that contracting for shuttlebus services for Fiscal Year 1995-96 for the San Francisco International Airport would result in estimated savings as follows:

<u>City Operated Service Costs</u>	<u>High</u>	<u>Low</u>
Salaries	\$1,761,460	\$1,685,183
Benefits	658,907	648,762
Operating Expenses	<u>269,727</u>	<u>269,727</u>
Total	\$2,690,094	\$2,603,672
<u>Contract Service Costs</u>	<u>2,261,034</u>	<u>2,261,034</u>
Estimated Savings	\$429,060	\$342,638

Both the City and contract cost estimate would include an estimated \$112,000 in fuel, lubricants and utilities costs. Since these costs would be paid by the Department under either Civil Service salary costs or under an outside contract, the costs are not included in the above analysis.

- Comments:**
1. Shuttlebus services for the San Francisco International Airport were first certified as required by Charter Section 8.300-1 in Fiscal Year 1984-85. These services have been provided by an outside contractor since 1975.
 2. The Airport is currently contracting with the SFO Shuttle Bus Company under the second of five one-year contract extension options. This option expires on December 31, 1995. The Airport is proposing to exercise the third one-year extension when the second-year option expires. The SFO Shuttle Bus Company provides health care coverage for its employees and is not a certified MBE or WBE.

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3. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

Recommendation: Approve the proposed resolution.

CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

DEPARTMENT SFIA-OperationsFOR TIME PERIOD 1995-1996CONTRACT SERVICES SFO Shuttle Bus Service

- 1) Who performed services prior to contracting out?

With the construction of the Remote Parking Facility in 1975, shuttle bus service was initiated by contract. Prior to 1975, the area was utilized as a small lot for SFIA employee parking. An employee van service was provided by Airport Parking Management (APM).

- 2) Number of City employees laid off as a result of contracting out?

None (See #1)

- 3) Explain disposition of employees if they were not laid off.

N/A (See #1)

- 4) What percent of a City employee's time is spent on services to be contracted out?

N/A (See #1)

- 5) How long have the services been contracted out?

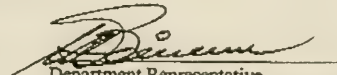
Since 1975

- 6) What was the first fiscal year for a Proposition J Certification?

1984-1985

- 7) How will contract services meet the goals of your MBE/WBE Action Plan?

Although this contract was not awarded to a MBE/WBE firm, the firm must adhere to the City's non-discrimination ordinance of Chapter 12B and 12C of the San Francisco Administrative Code.



Department Representative

Duke Briscoe, Deputy Director-Operations

Telephone: 876-2112

[Form Based Upon Previous Controller's Office Proposition J Questionnaire]

Item 21 - File 25-95-9

Department: Department of Public Health (DPH), Laguna Honda Hospital

Item: Resolution concurring with the Controller's certification as required by Charter Section 8.300-1 (Proposition J) that dental services can continue to be practically performed for the Department of Public Health at Laguna Honda Hospital by a private contractor for lower cost than similar services performed by City employees.

Services to be Performed: Inpatient Dental Services

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for inpatient dental services at Laguna Honda Hospital for FY 1995-96 would result in estimated savings as follows:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City-Operated Service Costs</u>		
Salaries	\$140,905	\$166,883
Fringe Benefits	27,865	31,299
Operating Expenses	20,000	20,000
(Reimbursement Revenue*)	(29,337)	(29,337)
Total	\$159,433	\$188,845
<u>Contractual Services Cost</u>	<u>30,000</u>	<u>30,000</u>
<u>Estimated Savings</u>	129,433	158,845

*Laguna Honda Hospital previously applied for and received reimbursement for services performed from the California Medi-Cal Dental Program, partially offsetting its costs. Currently, the contractor applies for and receives these reimbursements.

Comments: 1. Dr. Mary Anne Johnson of Laguna Honda Hospital (LHH) reports that Inpatient Dental Services, a private contractor, has provided on-site inpatient dental services since September 1, 1992. Prior to this, such dental services were performed by Civil Service personnel. Proposition J

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Certification for these service was first authorized for FY 1993-94.

2. The current contract was awarded through a Request for Proposal process in 1993 and will end on August 31, 1995. A new contractor will be selected through a Request for Proposal process.

3. The Contractual Services Cost of \$30,000 used by the Controller's Office is an estimate of the contract costs.

4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the current contractor, is attached. The current contractor provides health insurance for its employees.

Recommendation: Approve the proposed resolution.

CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department: Public Health, Laguna Honda Hospital

Contract Services: On-site dental services for patients of Laguna Honda Hospital

For the term starting approximately September 1, 1995 through August 31, 1996

- 1) Who performed services prior to contracting out? Civil Service employees. One Dentist, classification #2210 and two Dental Assistants, classification #2202.
- 2) Number of City employees laid off as a result of contracting out? One. Dentist, classification #2210.
- 3) Explain disposition of employees if they were not laid off. Two Dental Assistants, classification #2202, were reassigned to other divisions of the Department of Health. One person was placed at the San Francisco General Hospital Dental Clinic and the other person was placed at a District Health Center Dental Clinic.
- 4) What percent of a City employee's time is spent on services to be contracted out? Approximately less than 0.05 FTE is spent by the Laguna Honda Hospital Contract Administrator to administer and provide liaison contact to the contractor.
- 5) How long have the services been contracted out? 3.5 years. Services were first contracted out on Sept. 1, 1992. Laguna Honda Hospital received a Public Health and Safety Emergency contract approval for one year as an interim measure to allow the hospital adequate time to prepare a formal solicitation, negotiate and develop a contract.
- 6) What was the first fiscal year for a Proposition J Certification? First approval was sought for the 93/94 contract.
- 7) How will contract services meet the goals of your MBE/WBE Action Plan? Current contractor is a local business enterprise certified by the Human Rights Commission. When this contract term expires on 8/31/95, a new contractor will be selected from the Request For Proposal process. All interested MBE/WBE/LBE will be notified and encouraged to bid.

Mary Anne Johnson, M.D.

Department Representative

759-2389

Telephone

Item 22 - File 25-95-11

Department: Chief Administrative Officer

Item: Resolution concurring with Controller's certification that convention facilities management operation and maintenance service can continue to be practically performed at Brooks Hall, Civic Auditorium and Moscone Center by private contractor for lower cost than similar work services performed by City and County employees.

Services to be Performed: Convention Facilities Management Operation and Maintenance Services at Brooks Hall, Civic Auditorium and Moscone Center

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for convention facilities management operation and maintenance service at Brooks Hall, Civic Auditorium and Moscone Center for fiscal year 1995-96 would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City-Operated Service Costs</u>		
Salaries	\$6,993,002	\$ 8,292,720
Fringe Benefits	<u>1,999,920</u>	<u>2,233,479</u>
Total	\$8,992,922	\$10,526,199
<u>Contractual Services Cost</u>	<u>7,849,667</u>	<u>7,849,667</u>
<u>Estimated Savings</u>	<u>\$1,143,255</u>	<u>\$ 2,676,532</u>

Comments: 1. Convention facilities management and maintenance services for Brooks Hall, Civic Auditorium and Moscone Center were first certified as required by Charter Section 8.300-1 in fiscal year 1980-81 and have been provided by an outside contractor since then.

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2. The current five-year contract, which expires on June 30, 1999, is held in joint venture by Spectacor Management Group (SMG), a non MBE firm, and Thigpen Limited Incorporated, a City-certified MBE firm. SMG holds 75% of the contract and Thigpen Limited holds 25% of the contract. SMG and Thigpen provide health insurance for their employees.

3. The contractual service cost used for the purpose of this analysis is the cost budgeted in this contract for fiscal year 1995-96.

4. According to Mr. Matthew Hymel of the Controller's Office, in addition to the contract service costs shown above, the following are operating costs which must be paid by the City whether the services are contracted out or performed by City employees:

<u>Utilities (light, heat, and power)</u>	\$2,012,000
<u>Property Insurance</u>	2,170,000
<u>Charges of Other Departments</u>	
Human Rights Commission	10,000
Department of Public Health	
Hazardous materials disposal	9,100
Central Shops	
Truck maintenance	4,200
Gasoline	2,000
Purchasing Department	
Reproduction	1,000
City Mail	615
Human Resources Department	
Management training	<u>170</u>
TOTAL:	<u>\$4,209,085*</u>

*These costs are neither included in the total City-operated service costs of \$8,992,922 to \$10,526,199 nor in the total contract service costs of \$7,849,667.

5. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

Recommendation: Approve the proposed resolution.

CHARTER 8.300-1 (PROPOSITION J) QUESTIONNAIRE

DEPARTMENT: Convention Facilities

Contract Services: Operator Contract

Contact Period: 07/01/95 to 06/30/96

- (1) Who performed activity/service prior to contracting out?

City Employees

- (2) Number of City employees laid off as a result of contracting out?

-0-

- (3) Explain disposition of employees if they were not laid off?

City employees elected to work for the contractor.

- (4) What percentage of City employee's time is spent on services to be contracted out?

-0-

- (5) How long have the services been contracted out? Is this likely to be a one-time or an on-going request for contracting out?

15 years. On-going

- (6) What was the first fiscal year for a Proposition J certification? Has it been certified for each subsequent year?

1981-82. Yes

- (7) How will contract services meet the goals of your MBE/WBE Action Plan?

Contract is joint-venture which includes a certified local MBE.

Department Representative: Jack Moerschbaeher

Telephone Number: 554-6178

Item 23 - File 25-95-15

Department:	Department of Public Works (DPW)
Item:	Resolution approving the Controller's certification that steam production and delivery can be practically performed by a private contractor for lower cost than similar work services performed by City and County employees.
Services to be Performed:	Steam production and delivery
Description:	<p>Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.</p> <p>The Civic Center Powerhouse, located at 302 Larkin Street, is a centralized utility building which produces steam with two high pressure boilers and associated equipment. The steam generated at the Powerhouse is distributed through the City Steam Loop to City Hall, City Hall Annex, Brooks Hall, Civic Auditorium, the Main Library, the Department of Public Health office building (101 Grove Street) and the Emergency Hospital in order to provide heat to these buildings.</p> <p>In 1992, the Bay Area Air Quality Management District (BAAQMD) instituted Boiler Regulation 9, Rule 7, which set mandatory limits on nitrogen oxide and carbon monoxide emissions from boilers and required that additional improvements be made to the Civic Center Powerhouse in order to comply with this new regulation. The Department of Public Works (DPW) estimates that the one-time cost of these improvements would be \$2.3 million.</p> <p>After searching for less expensive alternatives to the additional improvements to the Civic Center Powerhouse, DPW concluded that it would be less expensive to purchase steam from another source than for the Civic Center Powerhouse to continue producing steam. In addition, the City would save the \$2.3 million cost to upgrade the Civic Center Powerhouse.</p> <p>DPW recently reached an agreement with San Francisco Thermal Limited Partnership (SFTLP), a public utility regulated by the California State Public Utilities</p>

Commission, to allow the City to purchase steam from SFTLP through a sole source contract. SFTLP is engaged in the business of operating and maintaining steam production and distribution facilities which produce steam for privately-owned buildings in San Francisco. According to DPW, and as certified by the Controller, the City would save between \$396,611 and \$532,829 annually by purchasing steam from SFTLP and halting the Civic Center Powerhouse's production of steam.

The Controller's Office has determined that engaging an outside contractor to produce steam for City-owned buildings in the Civic Center area would result in estimated savings as follows:

	Scenario #1: City Hall <u>Relocation*</u>	Scenario #2: City Hall <u>On-line**</u>
<u>City Operated Service Costs</u>		
Personnel Costs:		
Permanent Salaries	\$207,173	\$207,173
Overtime/Holiday Pay	21,285	21,285
Premium Pay	11,007	11,007
Fringe Benefits	<u>52,257</u>	<u>52,257</u>
Subtotal - Personnel	\$291,722	\$291,722
Operating Costs:		
Gas	\$168,036	\$265,774
Materials	20,000	20,000
Maintenance	58,704	58,704
Electricity	5,000	5,000
Other	<u>2,932</u>	<u>2,932</u>
Subtotal - Operating	\$254,672	\$352,410
Capital Upgrade Costs		
(amortized over 20 years at 6% per year compound interest rate)	<u>197,735</u>	<u>197,735</u>
Total City Costs	\$744,129	\$841,867
Contract Service Costs	<u>211,300</u>	<u>445,256</u>
Estimated Savings	<u>\$532,829</u>	<u>\$396,611</u>

* "Scenario 1 - City Hall Relocation" pertains to the temporary relocation of City Hall tenants because of the seismic retrofit work and other improvements currently being performed at City Hall. DPW advises that the temporary

closure of City Hall has resulted in a lower demand for steam, thereby reducing the costs to the City of producing steam for City-owned buildings.

** "Scenario 2 - City Hall On-line" pertains to the reopening of City Hall following the rehabilitation work, at which time there will be a greater demand for steam and a higher cost to the City.

Comments:

1. This would be the first time that DPW has contracted out for these services under Proposition J. According to Mr. Robert Jew of DPW, DPW has negotiated a sole source contract with SFTLP because there are no other steam suppliers which have existing steam production facilities and underground steam distribution lines connected to the City's steam distribution system. DPW has received a sole source waiver from the Human Rights Commission (HRC). SFTLP is not an MBE or WBE firm.

2. The Civic Center Powerhouse is currently staffed by four Stationary Engineer positions employed by DPW's Bureau of Building Repair (BBR), one of which is currently vacant. According to DPW, upon approval of the proposed resolution, the Civic Center Powerhouse would be closed and these four positions would be eliminated. DPW reports that the employees who occupy three of those positions would be transferred to other City facilities, such as the Hall of Justice and DPW's Army Street facility, to fill vacant positions at those facilities. Mr. Don Vincent of Stationary Engineers, Local 39 advises that the International Union of Operating Engineers is not opposed to the proposed contracting out of services.

3. According to Mr. Jew, SFTLP provides health insurance to its employees.

4. The Controller's supplemental questionnaire with the Department's responses is attached.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

DEPARTMENT: Department of Public Works

CONTRACT SERVICES: Utility (Steam)

CONTRACT PERIOD: 6/1/95

- (1) **Who performed activity/service prior to contracting out?**
The Department of Public Works, Bureau of Building Repair, maintains and operates the steam generating plant at 302 Larkin Street and steam distribution system.
- (2) **Number of City employees laid off as a result of contracting out?**
None
- (3) **Explain disposition of employees if they were not laid off?**
Reassigned to other City facilities.
- (4) **What percentage of City employee's time is spent on services to be contracted out?**
100%
- (5) **How long have the services been contracted out? Is this likely to be a one-time or an ongoing request for contracting out?**
This is an ongoing request for contracting out for a period of 3 years.
- (6) **What was the first fiscal year for a Proposition J certification? Has it been certified for each subsequent year?**
N/A
- (7) **How will contract services meet the goals of your MBE/WBE Action Plan?**
N/A

Department Representative:

Bob Jew

Telephone Number:

558-4027

Items 24 and 25 - Files 245-95-1 and 60-95-3

Items: Charter Amendment (skeletal) providing for a system of electing members of the Board of Supervisors. (File 245-95-1)

Hearing to consider the Final Report of the Elections Task Force created by Proposition L, November, 1994. (File 60-95-3)

Draft: Skeletal

Section Affected: Sections 2.100 and 9.100

Description: This proposed Charter Amendment would enact the recommendations of the Elections Task Force of the City and County of San Francisco. The Elections Task Force was established in accordance with Proposition L, approved by the voters in November, 1994. The Elections Task Force included nine members, three appointed by the Mayor, three by the Board of Supervisors, and three by the Registrar of Voters. The Elections Task Force was responsible for preparing a plan or plans to provide the San Francisco electorate with a "fair and adequate method of electing members of the Board of Supervisors," according to Proposition L. Any such plan was to be presented in the form of a Charter Amendment, such as this proposed Charter Amendment.

Currently, the Board of Supervisors is elected at-large in staggered elections. In at-large elections, candidates run Citywide, and each voter has one vote for each seat available in an election. Members of the Board of Supervisors hold office for four years; in alternate years, an election takes place to fill either six or five available seats. The Elections Task Force determined that "the present system of electing supervisors was flawed and failed to provide adequate representation for most of the diverse populations of San Francisco." According to the Task Force's report, any group with a plurality theoretically can win all vacant seats.

The Elections Task Force presented four alternative systems to reform the elections system with regard to electing members of the Board of Supervisors, as follows:

- Eleven single-member districts using the current voting method, with run-off elections. This proposed system would involve establishing eleven districts in San Francisco. Each district would elect a single member of the Board of Supervisors to serve a four-year term;

- Five multi-member districts (three supervisors per district) using preference voting. In preference voting, voters rank candidates in order of preference. In this proposed system, each voter could rank as many candidates as open seats on the ballot;
- At-large elections using cumulative voting. In cumulative voting, voters may cast all of their votes for one candidate, or divide the votes among the candidates in any desired combination. Each voter would have the same number of votes as there are seats to be filled; and
- At-large elections using preference voting.

In accordance with the recommendations contained in the Elections Task Force report, this proposed skeletal Charter Amendment would present the above four choices. Voters could vote in favor of one or more of these four methods. The winning choice would be required to receive at least a majority vote. If none of the choices received a majority vote, the methods with the highest number of votes would be presented at a run-off election.

The Elections Task Force made other recommendations that are not included as part of this proposed Charter Amendment. These recommendations include the following:

- A separate Charter Amendment should be placed before the voters to have members of the Board of Supervisors serve full-time and increase the Supervisors salaries to 15 percent above that of the highest paid aide. This proposal would place a ban on members of the Board of Supervisors receiving outside earned income.
- A Charter Amendment should be placed before the voters to change the time when Supervisors are elected from even-numbered to odd-numbered years. The Task Force recommended that the Board of Supervisors consider moving all elections for local offices to odd-numbered years. The Task Force "determined that the number of people voting in supervisorial races in odd-numbered years was three percent higher than the average number voting for Supervisor in even-numbered years, because of the length of the ballot which is particularly long in even-numbered years."
- Efforts should be continued to maintain voluntary campaign expenditure limits. Also, if a district election system is implemented, the current voluntary limit on spending should be reduced.

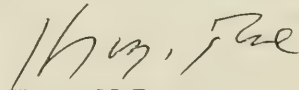
Memo to Government Efficiency and Labor Committee
June 13, 1995 Government Efficiency and Labor Committee Meeting

- A Charter Amendment should be proposed to change the current system to allow the Board of Supervisors to select replacements for vacancies on the Board of Supervisors. Currently, the Mayor selects replacements, as mandated by the Charter.

Comments:

1. The Elections Task Force's research methods included review of articles and other written information, presentations by various speakers, and consideration of public opinion collected through questionnaires and public meetings, according to the Elections Task Force Report.
2. According to Mr. John Madden of the Controller's Office, the costs of this proposed skeletal Charter Amendment cannot be determined at this time, since the specific proposed alternative elections system has not yet been determined.
3. The Elections Task Force report does not contain cost estimates for the four above-proposed alternative systems for electing members of the Board of Supervisors.
4. According to Ms. Germaine Wong, Registrar of Voters, who served as an ex-officio member of the Elections Task Force, the Registrar of Voters has not yet evaluated the operational impact, and the related additional costs, of any alternative elections systems. The Registrar of Voters will evaluate the impacts on the Office of the Registrar of Voters when a more specific Charter Amendment is proposed.

Recommendation: Approval of the proposed Charter Amendment is a policy matter for the Board of Supervisors. (File 245-91-1)


Harvey M. Rose

cc: Supervisor Hallinan	Clerk of the Board
Supervisor Ammiano	Chief Administrative Officer
Supervisor Teng	Controller
President Shelley	Teresa Serata
Supervisor Kaufman	Robert Oakes
Supervisor Migden	Ted Lakey
Supervisor Alioto	
Supervisor Bierman	
Supervisor Hsieh	
Supervisor Kennedy	
Supervisor Leal	

Memo to Government Efficiency and Labor Committee

June 13, 1995 Government Efficiency and Labor Committee Meeting

Items 7 and 8 - Files 97-95-5 and 97-95-24

REVISED

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JUN 14 1995

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Departments: Chief Administrative Officer (CAO)
Purchasing Department

Items: Item 7, File 97-95-5 - Ordinance amending Chapter 1 of the Administrative Code by adding Section 1.6-A, to authorize the Clerk of the Board of Supervisors, upon the recommendation of the CAO, to approve the use of the City Seal on items proposed by the CAO, and allowing items with the approved use of the City Seal to be offered for sale by the City and County of San Francisco.

Item 8, File 97-95-24 - Ordinance amending the Administrative Code by adding Section 1.48, to authorize the CAO or the Purchaser to establish a Municipal Store for the purpose of (1) selling City surplus/salvage goods and souvenir merchandise bearing the City's seal, logos, emblems, symbols and designs to promote and advertise the City and County of San Francisco, (2) offering such merchandise through direct mail catalogue programs and agreements with retailers and distributors and (3) ensuring that City departments or Commissions offering goods for sale are credited with the profits from the sale of their goods.

Description: The CAO reports that an Amendment of the Whole of the proposed ordinance (File 97-95-24), will be introduced at the Government Efficiency & Labor Committee meeting on June 13, 1995. This report reflects that Amendment of the Whole. The proposed amended ordinance (File 97-95-24) would amend the Administrative Code by adding a new Section 1.48. Section 1.48 would provide that (1) the CAO or the Purchaser is authorized to take all actions necessary to establish a San Francisco City Store, (2) the CAO or the Purchaser may also provide for the sale of City Store merchandise through direct mail catalogue programs and agreements with retailers and distributors and (3) the CAO or Purchaser shall ensure that a portion of the profits from the sale of City surplus/salvage goods is credited to the City department or Commission which offered them for sale, with the exception that all revenues received by the City from the sale of salvage goods which were originally purchased with monies from a special fund shall be credited to the account of such special fund.

According to Mr. Neal Taniguchi of the CAO's Office, the goals of the City Store are to (1) promote the City and County

BOARD OF SUPERVISORS
BUDGET ANALYST

of San Francisco by marketing potential products, which the City and County uses or can produce in the course of its everyday work, (2) sell these products in a retail operation, in order to generate additional revenue for the City's General Fund, (3) provide entrepreneurial opportunities for City departments, and (4) provide private employment and training opportunities for homeless persons.

The proposed ordinance (File 97-95-5) would amend the Administrative Code by adding a new Section 1.6-A to authorize the Clerk of the Board, upon recommendation of the CAO, to approve the use of the City Seal on items to be offered for sale by the City.

Comment:

1. Through its Request for Proposal (RFP) process, the CAO has selected Golden Gate Community Inc., a non-profit agency, to operate the City Store.

2. Attached is a memo, prepared by Mr. Taniguchi, which outlines (1) the provisions of the proposed contract with Golden Gate Community Inc., (2) the start-up costs of the proposed City Store, (3) the employment and job training opportunities associated with the proposed City Store, (4) the profit sharing plan for City departments which contribute salvage items, as well as items that can be duplicated (e. g., posters), to be sold at the City Store, (5) the estimated amount of gross sales that the City Store will generate the first year, and (6) the estimated amount of revenues that will accrue to the City.

Recommendations: 1. Approval of the proposed ordinance (File 97-95-24) as amended is a policy matter for the Board of Supervisors.

2. Approval of the ordinance (File 97-95-5) is a policy matter for the Board of Supervisors



WILLIAM L. LEE
CHIEF ADMINISTRATIVE OFFICER

June 9, 1995

TO: Harvey Rose, Budget Analyst, Board of Supervisors
FROM: Neal Taniguchi, CAO's Office
RE: Ordinance authorizing the CAO to establish a City Store

You have asked for a report regarding the establishment of the City Store, including the contractual terms and the estimated performance of the City Store during the first year.

The proposed ordinance would authorize the CAO to take all steps necessary to establish, operate and manage the City Store for the City, including entering into a contract with Golden Gate Community, Inc., the non-profit organization designated to operate the store for the City.

Golden Gate Community, Inc. has secured a tentative lease agreement with Pier 39 to lease 1,168 square feet for the first City Store site. The site is located midway along the pier, on the second floor, near the National Park Service Store and the Marine Mammal Center. Assuming the successful approval of this ordinance, the City Store could be open sometime in August, 1995. It is important to note, however, that the approval of the ordinance and the execution of this contract is essential to the City and Golden Gate Community, Inc. so that the Pier 39 space can be leased and the store opened in August.

The contract authorizes Golden Gate Community, Inc. to operate and manage the City Store for the City. Important provisions of the contract include:

- A contract term with an initial period of three years, with two one-year options;
- A management fee of 7% of gross sales, and an incentive fee based on a range of 5-10% of net profits, depending on the amount of net profits earned each month. The higher the amount of net profits earned monthly, the higher the percentage incentive fee Golden Gate will earn. During the third year, the management fee increases to 10% of gross sales and the incentive fee range increases to between 7-17.5%.
- A required operating plan to be submitted prior to the start of each contract year. The operating plan must include a proposed operating and capital budget, a merchandising and marketing plan, goals for employment and job training, as well as any plans for expansion or modification of the City Store operation.
- A required inventory system that tracks each City sales item, enabling the City to ensure that all City salvage items are sold and resulting earnings credited to the contributing departments.
- A 30-day out clause, which enables the City and the contractor to shut down the project if the store operation is not successful.

Startup costs of the store.

At this point, Golden Gate Community projects startup costs to open the store to be the following:

Starting Inventory	\$20,400
Tenant Improvements	10,000
Advertising and Public Relations	6,000
Project management	20,800
Working Capital, includes operations, equipment, etc.	30,000
Total	\$87,200

The startup costs are funded through an outside grant from the Roberts Foundation. These costs, according to the contractual agreement, are excluded from the reimbursable operating costs of the City Store project. These costs are delineated in the contract.

We do not anticipate any General Fund costs to open the City Store.

Employment and Job training

Golden Gate Community, Incorporated (GGCI), is a community non-profit organization that has served homeless and low income individuals since 1981 through its Oak Street House program. More recently, GGCI has focused on homeless economic development initiatives, including transitional housing for homeless individuals, job-training, and professional placement opportunities. One such economic development initiative, Ashbury Images, a business started in 1990, provides screen-printed apparel for the sportswear and corporate identity markets. Ashbury Images has been relatively successful, and currently employs six homeless and formerly homeless individuals in the operation of the business.

Golden Gate's rationale for pursuing this business arrangement with the City is to provide an economic and employment development initiative for formerly homeless individuals. Except for the store manager, all of the employees associated with the City Store project will be formerly homeless individuals. The store itself will employ a projected three full-time-equivalent positions. Golden Gate's goal is to use these three positions to train individuals in retail sales and to place successful trainees in established retail sales operations, such as the GAP stores.

In addition, Golden Gate expects to employ formerly homeless individuals in its other businesses to refurbish salvage City items for sale in the City Store.

Profit sharing plan

The City Store project also includes a profit sharing plan with the contributing departments. The profit sharing plan is a very important aspect of the City Store project in that sharing of profits provides departments with an incentive to continually contribute salvage items, such as used traffic signs, as well as items that can be duplicated, for sale in the City Store. The City Store will derive its success from the unique items that the City departments use in their daily work and can contribute for sale in the store.

Presently, it is planned that, for every salvage item contributed, departments will be credited with 10% of the gross sale of that item, plus 25% of the net profit associated with the sale of that item.

For sale items that are duplicated from City department property, the departments will be credited with 25% of the net profit associated with that item.

If not otherwise budgeted, revenues credited to the departments may be supplementally appropriated for equipment, supplies, or services, upon approval of the Mayor and Board of Supervisors.

These funds will not be placed in a special fund. Instead, profits will be credited to the departments' revenue accounts and can be appropriated from those accounts.

Estimated financial performance

Golden Gate Community, Inc. has provided preliminary estimates of the sales performance of the City Store. During the first year of the City Store's operation, we expect conservative, but positive, financial results. Golden Gate estimates:

gross sales	\$283,770
Cost of Goods sold	(68,250)
Operating Costs, including all management fees*	(200,450)
*Management fees - \$21,073	
Projected profit to City during first year	\$15,070

These estimates of gross sales are preliminary. It is important to note that net profits to the City could be greater if more salvage items are contributed by the departments for sale in the City Store, or if sales volume is underestimated. Given the amount of foot traffic at Pier 39, the sales volume could be somewhat underestimated.

Given the above preliminary estimates, the estimated profit to the City is slightly more than \$15,000, of which about \$5,500 would be credited to the departments. The remaining \$9,500 would be credited to the General Fund or to Special Funds.

If you should have further questions, I am available at 554-4857.

cc: Rosa Lizardo, Supervisor Leal's Office

CALENDAR

REGULAR MEETING
GOVERNMENT EFFICIENCY AND LABOR COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, JUNE 13, 1995 - 1:00 P.M.

Veterans Building
401 Van Ness Ave., Room 410

PRESENT: Supervisors Terence Hallinan and Mabel Teng

ABSENT: Supervisor Tom Ammiano

CLERK: Gail Johnson

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CONSENT CALENDAR ... Action Taken SAN FRANCISCO
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1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine, and will be acted upon by a single roll call vote. There will be no separate discussion of these items unless a member of the Committee or the public so requests, in which event the matter shall be removed and considered as a separate item.
 - (a) File 89-95-2. [SDI Coverage, 9248 Airport Facilities Manager] Resolution authorizing enrollment of classification(s) 9248 in the State Disability Insurance Program. (Department of Human Resources)
 - (b) File 138-95-1. [State Grant - Automobile Insurance Fraud] Resolution authorizing the District Attorney of the City and County of San Francisco to retroactively apply for, accept and expend funds in the amount of \$324,000 made available through the California Department of Insurance for a project entitled "The Investigation and Prosecution of Automobile Insurance Fraud" for the period of July 1, 1994 through June 30, 1995. (District Attorney)
 - (c) File 138-95-2. [State Grant - Workers Compensation Fraud] Resolution authorizing the District Attorney of the City and County of San Francisco to retroactively apply for, accept and expend funds in the amount of \$318,507 made available through the California Department of Insurance for a project entitled "The Investigation and Prosecution of Workers Compensation Fraud" for the period July 1, 1994 through June 30, 1995. (District Attorney)
 - (d) File 144-95-2. [Grant - Federal and State Funds] Resolution authorizing the Executive Director of the Port of San Francisco to apply for, accept and expend \$650,000 from the California Coastal Conservancy for Public Access for Repairs and Renovations to Pier 43. (Supervisor Kaufman)

- (e) File 146-95-7. [Grant, Urban Center for Applied Research Project] Resolution authorizing the Department of Public Health, AIDS Office, to apply for, accept and expend retroactively a grant of \$200,000, which includes indirect costs in the amount of \$17,112, based on twenty percent of salaries, from the Department of Health and Human Services, Centers for Disease Control, for the San Francisco as an Urban Center for Applied Research Project; providing for ratification of action previously taken. (Supervisor Alioto)
- (f) File 147-95-6. [Federal Grant, Online Human Services Directory] Resolution authorizing the San Francisco Public Library to apply for \$600,000 in grant funds awarded by the U.S. Department of Commerce, National Telecommunications and Information Administration (NTIA), Telecommunications and Information Infrastructure Assistance Program (TAP) to broaden, leverage, and further develop the "San Francisco Connection: Online Human Services Catalog for the City and County of San Francisco" to improve access to knowledge, resources, and City information services; waiving indirect costs. (Public Library)
- (g) File 148-95-2. [Pavement Renovation, Various Streets] Resolution amending Resolution 615-92 to add eight streets for pavement renovation; resolution 615-92 authorized the Director of Public Works to accept and expend federal funds in the amount of \$7,257,000 for the pavement renovation of various streets that were listed in the resolution. (Also see File 148-92-4) (Department of Public Works)
- (h) File 192-95-3. [Grant - Federal Funds] Resolution authorizing the Executive Director of the Department of Parking and Traffic to apply for, retroactively, accept and expend up to \$1,177,000 in federal funds for the replacement of traffic signal control equipment and traffic signal retiming within the 19th Avenue-Park Presidio Boulevard signal system, within the North of Market Street signal system, and within the Geary Boulevard signal system, foregoing reimbursement of indirect costs. (Department of Parking and Traffic)
- (i) File 192-95-4. [State Grant, Bicycle Locker Program] Resolution authorizing the Executive Director of the Department of Parking and Traffic to accept and expend \$87,500 from the Transportation Fund for Clean Air in the Bay Area for a Bicycle Locker Program; waiving indirect costs. (Also see Files 133-94-1 and 190-95-3) (Department of Parking and Traffic)
- (j) File 94-91-4.13. [Reserved Funds, Public Transportation Commission] Hearing requesting release of reserved funds, Public Transportation Commission (MUNI Non-Revenue Vehicle Equipment Grant), in the amount of \$37,440 to continue project implementation activities. (Public Transportation Commission)
- (k) File 150-91-1.4. [Reserved Funds, Recreation and Park Department] Hearing requesting release of reserved funds, Recreation and Park Department (Urban Parks and Recreation Recovery Act), in the amount of \$249,000, for improvements to Potrero Hill Recreation Center. (Recreation and Park Department)

- (l) File 153-95-1.1. [Reserved Funds, Department of Social Services] Hearing requesting release of reserved funds, Department of Social Services (HUD Grant Funds), in the amount of \$647,910, to administer the Homeless Prevention Family Support Center Program. (Department of Social Services)

ACTION: Items (b), (c), (d), (f), (i), (j), (k) and (l) removed from Consent Calendar. Remainder of Consent Calendar recommended.

- a. File 89-95-2. Recommended.
- b. File 138-95-1. Hearing held. Recommended.
- c. File 138-95-2. Hearing held. Recommended.
- d. File 144-95-2. Hearing held. Amended on page 1, lines 3 and 21, after "for," by adding "retroactively." Recommended as amended. New title: "Authorizing the Executive Director of the Port of San Francisco to apply for, retroactively, accept and expend \$650,000 from the California Coastal Conservancy for Public Access for Repairs and Renovations to Pier 43."
- e. File 146-95-7. Recommended.
- f. File 147-95-6. Hearing held. Amended on page 1, line 2, and on page 2, line 6, after "to," by adding "retroactively." Recommended as amended. New title: "Authorizing the San Francisco Public Library to retroactively apply for \$600,000 in grant funds awarded by the U.S. Department of Commerce, National Telecommunications and Information Administration (NTIA), Telecommunications and Information Infrastructure Assistance Program (TAP) to broaden, leverage, and further develop the 'San Francisco Connection: Online Human Services Catalog for the City and County of San Francisco' to improve access to knowledge, resources, and City information services; waiving indirect costs."
- g. File 148-95-2. Recommended.
- h. File 192-95-3. Recommended.
- i. File 192-95-4. Hearing held. Amended by placing \$18,000 on reserve. Recommended as amended. New title: "Authorizing the Executive Director of the Department of Parking and Traffic to accept and expend \$87,500 from the Transportation Fund for Clean Air in the Bay Area for a Bicycle Locker Program; waiving indirect costs; placing \$18,000 on reserve."
- j. File 94-91-4.13. Release of \$37,440 approved. Filed.
- k. File 150-91-1.4. Hearing held. Release of \$249,900 approved. Filed.
- l. File 153-95-1.1. Hearing held. Release of \$215,970 approved. Filed.

REGULAR CALENDAR

2. File 30-95-6. [Health Care Infrastructure] Hearing to consider trends in San Francisco's health care infrastructure, particularly the decreasing number of available hospital beds. (Supervisor Hallinan)

ACTION: Hearing held. Filed.

3. File 176-95-8. [Supporting Registered Nurses] Resolution acknowledging support for Registered Nurses, members of the California Nurses Association, and other healthcare workers. (Supervisors Bierman, Alioto)

ACTION: Hearing held. Tabled.

4. File 176-95-3. [Pacific Bell Jobs Transfer to San Ramon] Hearing to consider Pacific Bell's plans to transfer approximately 500 jobs to San Ramon. (Supervisor Hallinan)

ACTION: Hearing held. Consideration continued to the Call of the Chair.

5. File 39-95-1. [Grand Jury Report, Off Street Parking, DPT] Hearing to consider a report issued by the 1994-95 Civil Grand Jury, entitled "Findings and Recommendations Concerning Off-Street Parking, Department of Parking and Traffic, San Francisco." (Civil Grand Jury)
(Consideration continued from 5/23/95)

ACTION: Hearing held. Motion prepared in and reported out of Committee entitled "[Grand Jury Recommendations] Directing the Clerk of the Board of Supervisors to submit comments on the recommendations of the 1994-95 Civil Grand Jury to the Presiding Judge of the Superior Court pertaining to the Department of Parking and Traffic, Off-Street Parking Division." Recommended.

6. File 39-95-2. [Grand Jury Report, Homelessness in San Francisco] Hearing to consider a report issued by the 1994-95 Civil Grand Jury entitled "Homelessness in San Francisco." (Civil Grand Jury)

ACTION: Hearing held. Motion prepared in and reported out of Committee entitled "[Grand Jury Recommendations] Directing the Clerk of the Board of Supervisors to submit comments on the recommendations of the 1994-95 Civil Grand Jury to the Presiding Judge of the Superior Court pertaining to Homelessness in San Francisco." Recommended.

7. File 97-95-5. [City Seal] Ordinance amending Administrative Code by adding Section 1.6-A, authorizing the Clerk of the Board, upon the recommendation of the Chief Administrative Officer, to approve the use of the City seal on items proposed by the Chief Administrative Officer, and allowing items with the approved use of the City seal to be offered for sale by the City and County of San Francisco. (Supervisors Leal, Alioto)

ACTION: Hearing held. Recommended.

8. File 97-95-24. [City Store] Ordinance amending Administrative Code by adding Section 1.48 authorizing the Chief Administrative Officer or the Purchaser to establish a municipal store for the purpose of selling City surplus goods and souvenir merchandise bearing City marks, logos, emblems, symbols and designs to promote and advertise the City and County of San Francisco, offer such merchandise through direct mail catalogue programs and agreements with retailers and distributors and to ensure that departments or commissions offering goods for sale are credited with the profits from the sale of their goods. (Supervisor Leal)

ACTION: Hearing held. Amendment of the Whole bearing same title adopted.
Recommended as amended.

9. File 51-95-1.1. [Employee Claims of Alex Clemens and Seema Grover] Hearing to consider employee claims of Alex Clemens (City Attorney) and Seema Grover (Public Library) for reimbursement for cost of personal property damaged or stolen in the line of duty.

(Consideration continued from 5/23/95)

ACTION: Hearing held. Resolution prepared in and reported out of Committee entitled "Authorizing reimbursement for cost of personal property of City and County employees damaged/stolen in the line of duty." Recommended.

10. File 64-95-2. [Lease of Property, 1540 Market Street] Resolution authorizing the lease of real property at 1540 Market Street, Suite 260, for the Department of Public Health. (Real Estate Department)

ACTION: Hearing held. Amended on page 1, by adding the following at the end of line 4: "retroactive to January 1, 1995." Recommended as amended. New title: "Authorizing the lease of real property at 1540 Market Street, Suite 260, for the Department of Public Health, retroactive to January 1, 1995."

11. File 64-95-4. [Lease of Property at 2450 San Bruno Avenue] Resolution authorizing the lease of real property at 2450 San Bruno Avenue for the Portola Branch Library. (Real Estate Department)

ACTION: Hearing held. Recommended.

12. File 93-95-29. [MOU, Ironworkers Union, Local 377] Resolution ratifying administrative provisions of Memorandum of Understanding between the Ironworkers Union, Local 377 and the City and County of San Francisco awarded by the panel of arbitrators; companion measure to File 93-95-29.1. (Department of Human Resources)

ACTION: Hearing held. Recommended.

13. File 93-95-29.1. [MOU, Fiscal Provisions, Ironworkers] Ordinance implementing the fiscal provisions of the Memorandum of Understanding between the Ironworkers Union, Local 377 and the City and County of San Francisco: companion measure to File 93-95-29. (Department of Human Resources)

ACTION: Hearing held. Recommended.

14. File 172-95-19. [Agreement, Police Department/U.S. Dept of Defense] Resolution authorizing the Chief of Police to execute a hold harmless agreement with the United States Department of Defense for the loan of radios and communications-related equipment prior to and during the UN 50 celebration. (Police Department)

ACTION: Hearing held. Recommended.

15. File 172-95-21. [Contract Modification-CCSF/Siemens Corporation] Resolution approving the modification of the contract agreement between Rolm (a Siemens Company) and the City and County of San Francisco, dated September 20, 1994, in the amount of \$270,606.20 (which is in excess of ten percent of the contract amount). (Department of Electricity and Telecommunications)

ACTION: Hearing held. Recommended.

16. File 25-95-3. [Prop J Contract, Security Services, 875 Stevenson] Resolution concurring with the Controller's certification that security services for 875 Stevenson Street can be practically performed by private contractor for lower cost than similar work services performed by City and County employees. (Real Estate Department)
(Consideration continued from 5/23/95)

ACTION: Hearing held. Tabled.

17. File 25-95-4. [Prop J Contract, Janitorial Services] Resolution concurring with the Controller's certification that janitorial services for 25 Van Ness Avenue can be practically performed by private contractor for lower cost than similar work services performed by City and County employees. (Real Estate Department)
(Consideration continued from 5/23/95)

ACTION: Hearing held. Recommended.

18. File 25-95-5. [Prop J Contract, Security Services, 25 Van Ness] Resolution concurring with the Controller's certification that security services for 25 Van Ness Avenue can be practically performed by private contractor for lower cost than similar work services performed by City and County employees. (Real Estate Department)
(Consideration continued from 5/23/95)

ACTION: Hearing held. Recommended.

19. File 25-95-6. [Prop J Contract, Legal Services, District Attorney] Resolution concurring with the Controller's certification that legal process server services can be practically performed for the District Attorney, Family Support Bureau, by a private contractor for a lower cost than similar services performed by City and County employees. (District Attorney)

ACTION: Hearing held. Recommended.

20. File 25-95-7. [Prop J Contract, Airport Bus Operations] Resolution approving the Controller's certification that shuttle bus services for San Francisco International Airport can practically be performed by private contractor at a lower cost for the fiscal year commencing July 1, 1995 than if work were performed by City and County employees. (Airport)

ACTION: Hearing held. Recommended.

21. File 25-95-9. [Prop J Contract, Dental Services] Resolution concurring with the Controller's certification that the inpatient dental services can be practically performed for the Department of Public Health, Laguna Honda Hospital, by private contractor for a lower cost than similar work services performed by City and County employees. (Department of Public Health)

ACTION: Hearing held. Recommended.

22. File 25-95-11. [Contracting Out City Services] Resolution concurring with Controller's certification that convention facilities management operation and maintenance service can be practically performed at Brooks Hall, Civic Auditorium and Moscone Center by private contractor for lower cost than similar work services performed by the City and County employees. (Chief Administrative Officer)

ACTION: Hearing held. Recommended.

23. File 25-95-15. [Prop J Contract, Steam Delivery/Purchase] Resolution approving the Controller's certification that steam delivery and purchase can be practically performed by private contractor for lower cost than similar work services performed by City and County employees. (Department of Public Works)

ACTION: Hearing held. Recommended.

SPECIAL ORDER - 3:00 P.M.

24. File 245-95-1. [Charter Amendment-Election of Supervisors] Charter amendment (Skeletal) providing for a system of electing members of the Board of Supervisors. (Supervisor Hallinan)

ACTION: Hearing held. Consideration continued to June 27, 1995, meeting.

25. File 60-95-3. [Elections Task Force Final Report] Hearing to consider the Final Report of the Elections Task Force created by Proposition L, November, 1994. (Supervisor Hallinan)

ACTION: Hearing held. Filed.

LITIGATION

The Government Efficiency and Labor Committee of the Board of Supervisors may meet in closed session under the provisions of Government Code Section 54956.9(a) to discuss proposed settlements of the lawsuits listed below, these lawsuits involving the City and County of San Francisco. This motion would be made on the basis that discussion in open session of these proposed settlements would prejudice the position of the City in these lawsuits.

26. File 45-95-20. [Settlement of Litigation, Homer Bolton] Ordinance authorizing settlement of litigation of Homer Bolton against the City and County of San Francisco, Michael Hennessey and Sharon Heath, by payment of \$72,500. (City Attorney)

ACTION: Recommended.

27. File 48-95-13. [Settlement of Claim, Frank Horton] Resolution approving the settlement of the unlitigated claim of Frank Horton by payment of \$10,000. (City Attorney)

ACTION: Recommended.

28. File 48-95-14. [Settlement of Claim, Hilde Schlottman] Resolution approving the settlement of the unlitigated claim of Hilde Schlottman in the sum of \$25,000.00 and a waiver of \$16,601.03 in CCSF and UCSF medical liens. (City Attorney)

ACTION: Recommended.

29. File 48-95-15. [Settlement of Claim, Third Baptist Church] Resolution approving the settlement of the unlitigated claim of Third Baptist Church in the sum of \$7,487.00. (City Attorney)

ACTION: Recommended.

30. File 48-95-16. [Settlement of Claim, Robert Milici] Resolution approving the settlement of the unlitigated claim of Robert Milici in the sum of \$17,000 and a waiver of SFGH lien of \$3,259.37. (City Attorney)

ACTION: Recommended.

The Government Efficiency and Labor Committee of the Board of Supervisors may find that it is in the best interests of the City not to disclose any information revealed in its closed session deliberations in the proposed settlements listed above at this time and may move not to disclose any information at this time.

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CALENDAR

* SPECIAL MEETING
GOVERNMENT EFFICIENCY AND LABOR COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

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JUN 22 1995
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MONDAY, JUNE 19, 1995 - 1:00 P.M.

Veterans Building
401 Van Ness Ave., Room 410

PRESENT: Supervisors Terence Hallinan, Tom Ammiano, Mabel Teng

CLERK: Gail Johnson

1. File 93-95-30. [MOU, Arbitrator's Award, Deputy Sheriffs Assn.] Ordinance implementing the provisions of the stipulated Arbitrator's Award of a Memorandum of Understanding between the Deputy Sheriff's Association and the City and County of San Francisco. (Supervisor Shelley)

ACTION: Hearing held. Recommended. (To Board as a Committee Report for consideration on June 19, 1995.)

2. File 93-95-32. [MOU Implementing Provisions, Teamsters Local 350] Ordinance implementing the provisions of the Memorandum of Understanding between the Teamsters Local 350 and the City and County of San Francisco awarded by the arbitration panel. (Supervisor Shelley)

ACTION: Hearing held. Recommended. (To Board as a Committee Report for consideration on June 19, 1995.)

3. File 93-95-33. [MOU Implementing Provisions, Teamsters Local 856] Ordinance implementing the provisions of the Memorandum of Understanding between the Teamsters Local 856 and the City and County of San Francisco. (Supervisor Shelley)

ACTION: Hearing held. Recommended. (To Board as a Committee Report for consideration on June 19, 1995.)

4. File 93-95-34. [Amend MOU, American Physicians/Dentists] Ordinance implementing the provisions of the amendment to the Memorandum of Understanding between the Union of American Physicians and Dentists and the City and County of San Francisco. (Supervisor Shelley)

ACTION: Hearing held. Recommended. (To Board as a Committee Report for consideration on June 19, 1995.)

5. File 93-95-35. [MOU, Implementing Provisions, Local 21] Ordinance implementing the provisions of an amendment to the Memorandum of Understanding between the International Federation of Professional and Technical Engineers, Local 21, AFL-CIO and the City and County of San Francisco awarded by the arbitrator. (Supervisor Shelley)

ACTION: Hearing held. Recommended. (To Board as a Committee Report for consideration on June 19, 1995.)

CALENDAR . Actio

SPECIAL MEETING
GOVERNMENT EFFICIENCY AND LABOR COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, JUNE 21, 1995 - 12:30 P.M.

Veterans Building
401 Van Ness Ave., Room 410

PRESENT: Supervisors Terence Hallinan and Tom Ammiano

ABSENT: Supervisor Teng

CLERK: Gail Johnson

DOCUMENTS DEPT.

JUN 27 1995

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1. File 93-95-31. [MOU, Administrative Provisions, MEA] Resolution ratifying Administrative Provisions of Memorandum of Understanding between the Municipal Executives Association for bargaining units M and EM and the City and County of San Francisco awarded by the panel of arbitrators. (Department of Human Resources)

ACTION: Hearing held. Recommended. (To Board as a Committee Report for consideration on June 21, 1995.)

2. File 93-95-31.1. [MOU, Fiscal Provisions, MEA] Ordinance implementing the fiscal provisions of the Memorandum of Understanding between the Municipal Executives Association for bargaining Units M and EM and the City and County of San Francisco awarded by the Arbitration Panel. (Department of Human Resources)

ACTION: Hearing held. Recommended. (To Board as a Committee Report for consideration on June 21, 1995.)

3. File 93-95-36. [MOU, Automotive Service Worker, Local 250-A] Ordinance implementing the provisions of a Memorandum of Understanding between the Transport Workers Union, Local 250-A (7410 Automotive Service Worker) and the City and County of San Francisco providing for employee assistance for drug and alcohol dependency for the period July 1, 1995 through June 30, 1996. (Department of Human Resources)

ACTION: Hearing held. Recommended. (To Board as a Committee Report for consideration on June 21, 1995.)

4. File 93-95-36.1. [MOU, Automotive Service Worker, Local 250-A] Ordinance implementing the provisions of the Memorandum of Understanding between the Transport Workers Union, Local 250-A (7410 Automotive Service Worker) and the City and County of San Francisco awarded by the Arbitration Panel. (Department of Human Resources)

ACTION: Hearing held. Amended by adding "Amendment to Arbitration Award." (See file for details.) Further amended on line 5, after "panel," and on line 10, after "arbitrators," by adding "as amended." Recommended as amended. New title: "Implementing the provisions of the Memorandum of Understanding between the Transport Workers Union, Local 250-A (7410 Automotive Service Worker) and the City and County of San Francisco awarded by the Arbitration Panel, as amended." (To Board as a Committee Report for consideration on June 21, 1995.)

5. File 93-95-37. [MOU, Implementing Provisions, Local 1305] Ordinance implementing the provisions of an amendment to the Memorandum of Understanding between the Automotive Machinists, Local 1305 and the City and County of San Francisco providing for employee assistance for drug and alcohol dependency for the period July 1, 1995 through June 30, 1996. (Also see Files 93-95-5 & 93-95-5.1) (Department of Human Resources)

ACTION: Hearing held. Recommended. (To Board as a Committee Report for consideration on June 21, 1995.)

6. File 93-95-38. [MOU, Implementing Provisions, Local 216] Ordinance implementing the provisions of an amendment to the Memorandum of Understanding between the Building Material and Construction Teamsters, Local 216 and the City and County of San Francisco providing for employee assistance for drug and alcohol dependency for the period July 1, 1995 through June 30, 1996. (Also see Files 93-95-20, 93-95-20.1, 93-95-20.2, & 93-95-20.3) (Department of Human Resources)

ACTION: Hearing held. Recommended. (To Board as a Committee Report for consideration on June 21, 1995.)

7. File 93-95-39. [MOU, Implementing Provisions, Local 1327] Ordinance implementing the provisions of an amendment to the Memorandum of Understanding between the International Association of Machinists and Aerospace Workers, Local 1327 and the City and County of San Francisco providing for employee assistance for drug and alcohol dependency for the period July 1, 1995 through June 30, 1996. (Also see Files 93-95-8 & 93-95-8.1) (Department of Human Resources)

ACTION: Hearing held. Recommended. (To Board as a Committee Report for consideration on June 21, 1995.)

8. File 93-95-40. [MOU, Implementing Provisions, Local 6] Ordinance implementing the provisions of an amendment to the Memorandum of Understanding between the International Brotherhood of Electrical Workers, Local 6, and the City and County of San Francisco providing for employee assistance for drug and alcohol dependency for the period July 1, 1995 through June 30, 1996. (Also see Files 93-95-13 & 93-95-13.1) (Department of Human Resources)

ACTION: Hearing held. Recommended. (To Board as a Committee Report for consideration on June 21, 1995.)

9. File 93-95-41. [MOU, Implementing Provisions, Local 261] Ordinance implementing the provisions of an amendment to the Memorandum of Understanding between the Laborer's Union, Local 261 and the City and County of San Francisco providing for employee assistance for drug and alcohol dependency for the period July 1, 1995 through June 30, 1996. (Also see Files 93-95-7 & 93-95-7.1) (Department of Human Resources)

ACTION: Hearing held. Recommended. (To Board as a Committee Report for consideration on June 21, 1995.)

10. File 93-95-42. [MOU, Implementing Provisions, Local 790] Ordinance implementing the provisions of an amendment to the Memorandum of Understanding between the Service Employees International Union, Local 790, and the City and County of San Francisco providing for employee assistance for drug and alcohol dependency for the period July 1, 1995 through June 30, 1996. (Also see File 93-95-1) (Department of Human Resources)

ACTION: Hearing held. Recommended. (To Board as a Committee Report for consideration on June 21, 1995.)

11. File 93-95-43. [MOU, Implementing Provisions, Local 39] Ordinance implementing the provisions of an amendment to the Memorandum of Understanding between the Stationary Engineers, Local 39 and the City and County of San Francisco providing for employee assistance for drug and alcohol dependency for the period July 1, 1995 through June 30, 1996. (Also see Files 93-95-28 & 93-95-28.1) (Department of Human Resources)

ACTION: Hearing held. Recommended. (To Board as a Committee Report for consideration on June 21, 1995.)

12. File 93-95-44. [MOU, 9163 Transit Operators, Local 250-A] Ordinance implementing the provisions of an amendment to the Memorandum of Understanding between the Transport Worker's Union, Local 250-A (9163 Transit Operators and Related Trainee Classes) and the City and County of San Francisco providing for employee assistance for drug and alcohol dependency for the period June 30, 1995 through June 30, 1996. (Department of Human Resources)

ACTION: Hearing held. Recommended. (To Board as a Committee Report for consideration on June 21, 1995.)

13. File 93-95-45. [MOU, Implementing Provisions, Local 200] Ordinance implementing the provisions of a Memorandum of Understanding between the Transport Workers Union, Local 200 and the City and County of San Francisco providing for employee assistance for drug and alcohol dependency for the period July 1, 1995 through June 30, 1996. (Department of Human Resources)

ACTION: Hearing held. Recommended. (To Board as a Committee Report for consideration on June 21, 1995.)

14. File 93-95-46. [MOU, Local 200, SEAM] Ordinance implementing the provisions of the Memorandum of Understanding between the Transport Workers Union, Local 200, SEAM and the City and County of San Francisco awarded by the arbitration panel. (Department of Human Resources)

ACTION: Hearing held. Amended by adding "Amendment to Arbitration Award." (See file for details.) Further amended on line 5, after "panel," and on line 10, after "arbitrators," by adding "as amended." Recommended as amended. New title: "Implementing the provisions of the Memorandum of Understanding between the Transport Workers Union, Local 200, SEAM and the City and County of San Francisco awarded by the arbitration panel, as amended." (To Board as a Committee Report for consideration on June 21, 1995.)

15. File 93-95-47. [MOU, Units 8-AA/8-BB/11-Z/11-CC, Local 250-A] Ordinance implementing the provisions of the Memorandum of Understanding between the Transport Workers Union, Local 250-A, for Units 8-AA, 8-BB, 11-Z, 11-CC and the City and County of San Francisco awarded by the arbitration panel. (Also see Files 93-95-36 & 93-95-36.1) (Department of Human Resources)

ACTION: Hearing held. Hearing held. Amended by adding "Amendment to Arbitration Award." (See file for details.) Further amended on line 5, after "panel," and on line 10, after "arbitrators," by adding "as amended." Recommended as amended. New title: "Implementing the provisions of the Memorandum of Understanding between the Transport Workers Union, Local 250-A, for Units 8-AA, 8-BB, 11-Z, 11-CC and the City and County of San Francisco awarded by the arbitration panel, as amended." (To Board as a Committee Report for consideration on June 21, 1995.)

CITY AND COUNTY



Public Library, Documents Dept.
Attn: Jane Hudson
OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

June 23, 1995

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JUN 27 1995

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TO: Government Efficiency and Labor Committee
FROM: Budget Analyst
SUBJECT: June 27, 1995 Government Efficiency and Labor Committee Meeting

Item 1a - File 27-95-9

Department: Airports Commission.

Item: Resolution authorizing the Airports Commission to apply for, accept and except and expend a grant in the amount of \$21,197,431, from the Federal Aviation Administration (FAA) for assistance in improvements at the Airport.

Grant Amount: \$21,197,431

Grant Period: Duration of the program (estimated 30 months).

Source of Funds: Federal Aviation Administration

Description: The proposed resolution would authorize the Airport to seek Federal assistance for its Airport Improvement Program (A.I.P.) 10. A.I.P. 10 includes three projects:

Taxiway C Overlay (\$9,000,000)

This project would restore the surface of this Taxiway, and extend it in order to connect with Taxiway Q.

Reconstruction and Overlay of Runway 1L-19R (\$12,004,241)

This project would reinforce and strengthen the ground beneath this runway, and reconstruct the surface which is now cracking.

Construction of Taxiway Q Bypass (\$7,259,000)

This project would construct a bypass so that heavy aircraft could taxi from the aircraft parking area to a cargo area without crossing a primary runway.

Budget:

The estimated total budget for the proposed project is approximately \$28,263,241. The breakdown is as follows:

Administration expense:	\$ 85,000
Architectural engineering basic fees:	1,650,000
Project inspection fees:	1,725,000
Construction and project improvements (see above):	<u>24,803,241</u>
Total:	\$28,263,241

Required Match:

The Airport would be reimbursed for 75% of the total costs, or \$21,197,431 and a total of \$7,065,810 or 25% of the costs would be paid from Airport revenues for a total project cost of \$28,263,241.

Indirect Costs:

None - the Federal Grantor does not permit indirect costs to be included in this grant budget.

Comments:

1. Mr. Don Beier of the Airport advises that contractors have not yet been selected for this project. As such, the proposed resolution should be amended to place the entire grant amount of \$21,197,431 on reserve pending the selection of the contractors, the MBE/WBE status of the contractors, and contract cost details.
2. Attached is the Summary of Grant Request.

Recommendations:

1. Amend the proposed legislation to place the \$21,197,431 in grant funds on reserve pending selection of contractors, the MBE/WBE status of the contractors and the contract cost details.
2. Approve the proposed legislation as amended.

LETTER OF INTENT

Grant Application Information Form

TO: The Board of Supervisors
Attention: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Airport

Contact Person: Ernie Eavis Telephone: (415) 737-7747

Project Title: Airport Improvement Program 10

Grant Source: Federal Aviation Administration

Proposed (New/Continuation) Grant Project Summary:

See Attached Narrative Description

Amount of Grant Funding Applied for: \$21,197,431.00

Maximum Funding Amount Available: \$21,197,431.00

Required Matching Funds: \$ 7,065,810.00

Number of Positions Created and Funded: 0

Amount to be Spent on Contractual Services:

Will Contractual Services be put out to Bid? N/A

Term of Grant: _____ Yearly Entitlement _____

Date Department Notified of Available Funds: _____

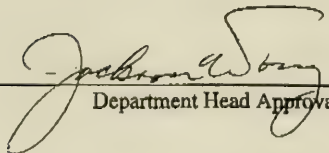
Application Due Date: _____ February 15, 1995 _____

Grant Funding Guidelines and Options (from RFP, Grant Announcement of Appropriations Legislation):

Available grant funds for Airport Improvement Program (AIP) projects, in the form of a trust, are derived from Federal excise taxes on passenger ticket, freight forwarding, fuel, and tire sales as authorized by the Airport and Airway Improvement Act of 1982 (PL-248). San Francisco International Airport (SFIA) is allotted an annual share based upon actual passenger and freight totals for the year prior to the AIP application. The allotment is used to reimburse 75% of the actual design, inspection, and construction cost of the selected airfield improvement.

Assessment of Need for Grant Funding:

The projects listed in this Grant Application are already included in the Airport's 5-Year Capital Improvement Program. If grant funding is not obtained, the monies that would have gone to SFIA will be put back into the trust fund and disbursed to other airports as Discretionary Grants. The projects listed in AIP 10, will still be constructed, however, without the Federal funding.



Department Head Approval

Item 1b - File 133-95-6

Department: Chief Administrative Officer (CAO)
Department of Public Transportation
Department of Parking and Traffic
Recreation and Park Department

Item: Resolution authorizing the Chief Administrative Officer to apply for an amount of \$2,975,220 from the Transportation Fund for Clean Air in the Bay Area for programs and projects to reduce air pollution from motor vehicles; waiving indirect costs.

Grant Amount: \$2,975,220

Grant Period: Two years from the date of the grant award.

Source of Funds: Bay Area Air Quality Management District's Transportation Fund for Clean Air in the Bay Area

Project: Projects to reduce air pollution from motor vehicles.

Description: In 1991, Assembly Bill 434 created the Transportation Fund for Clean Air in the Bay Area and authorized the Bay Area Air Quality Management District (BAAQMD) to impose up to a \$4.00 surcharge on motor vehicle registration fees within its jurisdiction, to be used to implement specified transportation control measures included in the BAAQMD's 1991 Bay Area Clean Air Plan. BAAQMD has imposed a \$4.00 surcharge on motor vehicle registrations since April of 1993. The BAAQMD is currently seeking applications from Bay Area cities, counties, school districts, transit districts, and other agencies to fund transportation programs and projects that seek to reduce air pollution from motor vehicles.

The proposed resolution would authorize the CAO to apply for a grant, in an amount of \$2,975,220, from the Bay Area Air Quality Management District for programs and projects in San Francisco which would reduce air pollution from motor vehicles. The proposed grant funds would be used for projects and programs which would be implemented by (1) the Department of Public Transportation (MUNI) (\$1,538,676), (2) the Department of Parking and Traffic (\$1,336,200) and, (3) the Recreation and Park Department (\$100,344), for a total amount of \$2,975,220. The grant funds would be used as follows:

Department of Public Transportation (\$1,538,676)

The proposed funds would be used to implement (1) the 71-Noriega MUNI bus line Electrification Project (\$1,000,000), and (2) the No Fare MUNI test program (\$538,676).

As part of the City's Master Plan to electrify several current diesel bus lines, the proposed funds would be used for the electrification of the 71-Noriega MUNI bus line from the Ferry Building to a terminal island on Noriega Street between 46th Ave and 47th Ave. The Department states that the technological up-grade will result in increased transit speeds, improved reliability, and enhanced efficiency with the use of quiet, non-polluting buses. In addition, the proposed funding would be used to implement a MUNI No Fare test program.

Funding for the MUNI No Fare test program would be used to design and implement tests which would determine the impact of a no-fare policy on (1) ridership levels during specific weekday, and weekend hours, (2) transit efficiency, (3) revenue, (4) traffic congestion, and (5) air quality.

The Department of Parking and Traffic (\$1,336,200)

The proposed funds would be used as follows: (1) to correct malfunctioning or improperly timed traffic signals, and to replace specific STOP signs with traffic signals in order to reduce traffic and transit delays; these changes would occur at eight specifically identified sites in the City (\$778,700), (2) to implement a bicycle commuting telephone electronic hotline which would provide callers with information on a broad range of topics of interest to bike commuters, such as commute routes and bicycle parking, and would allow callers to leave a message for an information request (\$12,500), (3) to stripe bicycle lanes, paint pavement markings and install signs identifying designated bicycle routes on streets which are recommended as part of the City's bikeway network (\$120,000), and (4) the construction and reconstruction of bicycle paths within approximately a six-mile radius from the downtown area to encourage bicycle commuting, versus single occupant motor vehicle commuting, and the associated striping and signing of these paths (\$425,000).

Recreation and Park Department (\$100,344)

The purpose of this project is to fund a demonstration project that would establish, publicize, and evaluate a shuttle bus service between the UCSF Parking Garage, various MUNI and BART Stations, and Golden Gate Park during weekend days and holidays in the summer. The purpose of the shuttle

bus service is to reduce motor vehicle pollution, and traffic congestion at the Golden Gate Park by providing a convenient shuttle service. The implementation of a shuttle service in Golden Gate Park is part of the Golden Gate Park Master Plan.

Ms. Elaine Molinari of the Recreation and Park Department advises that UCSF would provide contractual shuttle services, as well as UCSF's staff parking lot to be used for public parking. Ms. Molinari advises that UCSF has agreed that after all of UCSF's operating costs are covered, UCSF will credit the balance of the garage revenues (Parking Revenue Credits) to the Recreation and Park Department to be used for the shuttle service. Ms. Molinari advises that she anticipates that the Parking Revenue Credits will provide an amount of \$21,000 for the shuttle service, based on the results of a prior similar arrangement between UCSF and the De Young Museum.

Required Match: None (See Comment No.1)

Indirect Costs: None. The BAAQMD does not allow for the inclusion of indirect costs. Therefore, the CAO is requesting a waiver of indirect costs for this grant.

Comments: 1. Although the Bay Area Air Quality Management District does not require a local match to be eligible for the proposed grant funds, the BAAQMD provides additional selection points for grant proposals which include other sources of funding. The Department of Parking and Traffic has identified the following additional funds which it would use as a local match if the grant proposal was selected: 1) \$137,300 from Sales Tax administered through the Transportation Authority for bicycle projects, 2) \$80,500 of State Transportation Development Act funds which are set aside for bicycle programs, and 3) \$55,000 of funds from the 1992 Golden Gate Park Bond funds, for a total amount of \$272,800. Mr. Jerry Robbins of the Department of Parking and Traffic advises that the Board of Supervisors has previously approved the use of these Bond funds for this purpose through legislation submitted by the Recreation and Park Department.

In addition, the Recreation and Park Department has identified the following additional funds which it would use towards a local match if the grant were selected: 1) \$21,000 from Parking Revenue Credits, and 2) \$25,000 of in-kind publicity services provided by the California Academy of

Sciences, the Asian Art Museum, and the de Young Museum, for a total amount of \$46,000. The Department of Transportation has not identified additional funds beyond the proposed grant funds.

2. The CAO advises that a detailed budget for each of these projects will be provided, at such time as the CAO requests authorization from the Board of Supervisors to accept and expend the proposed grant funds.

3. Grant summaries, as prepared by the Department of Public Transportation, the Department of Parking and Transportation, and the Recreation and Park Department, are attached.

4. Disability Access Checklists, as prepared by each of the three Departments, are on file in the Office of the Clerk of the Board of Supervisors.

Recommendation: Approve the proposed resolution.

Number _____

GRANT APPLICATION INFORMATION FORM

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: 40 PUC / 35 MUNI

Contact Person: FRED HOWELL Telephone: (415) 923-2579

Project Title: 71-NORIEGA, NO FARE TEST

Grant Source: Bay Area Air Quality Management District AB 434 TFCA

Proposed (New /U) Grant Project Summary:

1. 71-NORIEGA (continuation)
2. No Fare Test (new)

Amount of Grant Funding Applied for: \$1,538,676

Maximum Funding Amount Available: 1 million per project

Required Matching Funds: Not Applicable

Number of Positions Created and Funded: Not Applicable

Amount to be Spent on Contractual Services: \$1,010,000 (210K consult, 800K constr)

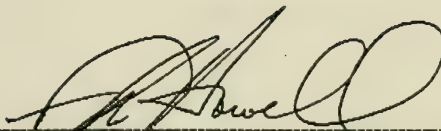
Will Contractual Services be put out to Bid? Yes

Application Information Form

Term of Grant: Encumbered wiht BAAQMD within two years of award

Date Department Notified of Available funds: TBD November 1995, Pending BAAQMD decision

Application Due Date: July 14, 1995

A handwritten signature in black ink, appearing to read "R. Howell", is written over a horizontal dashed line.

Department Head Approval

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Parking and Traffic

Contact Person: Jerry Robbins Telephone: 554-2343

Project Title: Various Traffic Signal and Bicycle Projects

Grant Source: Bay Area Air Quality Management District

Proposed (New / Continuation) Grant Project Summary:

Continuation of Traffic Signal Patrol Program. new traffic signals at: Fulton St/18th Avenue; Haight and Ashbury St.; Mission St./Mt. Vernon; Mission Street at Guttenberg St.; Mission St./Whittier St.; Ocean Ave./San Fernando Way; and Irving St./20th Ave.

Bicycle commuting hotline, arterial bicycle lanes at various locations, Kezar Drive Bicycle Path and State Route 1 Bicycle Improvements.

Amount of Grant Funding Applied for: \$ 1,336,200

Maximum Funding Amount Available: \$ 10,000,000

Required Matching Funds: not required

Number of Positions Created and Funded: 0.5

Amount to be Spent on Contractual Services: \$ 600,000

Will Contractual Services be put out to Bid? YES

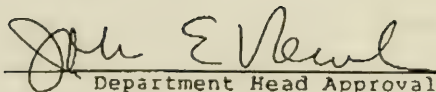
Term of Grant: TWO YEARS

Date Department Notified of Available funds: MAY 15, 1995

Application Due Date: JULY 14, 1995

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

PROJECTS MUST REDUCE AIR POLLUTION.


Department Head Approval

File Number _____

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Recreation and Park Department

Contact Person: Elaine Molinari Telephone: 666-7024

Project Title: Golden Gate Park Demonstration Shuttle Project

Grant Source: Bay Area Air Quality Management District AB-434 Funds

Proposed (New / Continuation) Grant Project Summary:

see attached.

Amount of Grant Funding Applied for: \$100,344

Maximum Funding Amount Available: unknown

Required Matching Funds: ★ \$46,000

Number of Positions Created and Funded: ★ one part-time

Amount to be Spent on Contractual Services: ★ \$60,000+

Will Contractual Services be put out to Bid? ★ No

Grant Application Information Form

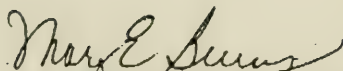
Page 2

Term of Grant: Summer 1996

Date Department Notified of Available funds: May 1995

Application Due Date: July 15, 1995

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):



Department Head Approval

Item 2 - File 245-95-1

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of June 13, 1995.

Items: Charter Amendment (skeletal) providing for a system of electing members of the Board of Supervisors.

Draft: Skeletal

Section Affected: Sections 2.100 and 9.100

Description: This proposed Charter Amendment would enact the recommendations of the Elections Task Force of the City and County of San Francisco. The Elections Task Force was established in accordance with Proposition L, approved by the voters in November, 1994. The Elections Task Force included nine members, three appointed by the Mayor, three by the Board of Supervisors, and three by the Registrar of Voters. The Elections Task Force was responsible for preparing a plan or plans to provide the San Francisco electorate with a "fair and adequate method of electing members of the Board of Supervisors," according to Proposition L. Any such plan was to be presented in the form of a Charter Amendment, such as this proposed Charter Amendment.

Currently, the Board of Supervisors is elected at-large in staggered elections. In at-large elections, candidates run Citywide, and each voter has one vote for each seat available in an election. Members of the Board of Supervisors hold office for four years; in alternate years, an election takes place to fill either six or five available seats. The Elections Task Force determined that "the present system of electing supervisors was flawed and failed to provide adequate representation for most of the diverse populations of San Francisco." According to the Task Force's report, any group with a plurality theoretically can win all vacant seats.

The Elections Task Force presented four alternative systems to reform the elections system with regard to electing members of the Board of Supervisors, as follows:

- Eleven single-member districts using the current voting method, with run-off elections. This proposed system would involve establishing eleven districts in San Francisco. Each district would elect a single member of the Board of Supervisors to serve a four-year term;
- Five multi-member districts (three supervisors per district) using preference voting. In preference voting, voters rank candidates in order of preference. In this proposed system, each voter could rank as many candidates as open seats on the ballot;
- At-large elections using cumulative voting. In cumulative voting, voters may cast all of their votes for one candidate, or divide the votes among the candidates in any desired combination. Each voter would have the same number of votes as there are seats to be filled; and
- At-large elections using preference voting.

In accordance with the recommendations contained in the Elections Task Force report, this proposed skeletal Charter Amendment would present the above four choices. Voters could vote in favor of one or more of these four methods. The winning choice would be required to receive at least a majority vote. If none of the choices received a majority vote, the methods with the highest number of votes would be presented at a run-off election.

The Elections Task Force made other recommendations that are not included as part of this proposed Charter Amendment. These recommendations include the following:

- A separate Charter Amendment should be placed before the voters to have members of the Board of Supervisors serve full-time and increase the Supervisors salaries to 15 percent above that of the highest paid aide. This proposal would place a ban on members of the Board of Supervisors receiving outside earned income.
- A Charter Amendment should be placed before the voters to change the time when Supervisors are elected from even-numbered to odd-numbered years. The Task Force recommended that the Board of Supervisors consider moving all elections for local offices to odd-numbered years. The Task Force "determined that the number of people voting in supervisorial races in odd-numbered years was three percent higher than the average number voting for Supervisor in

even-numbered years, because of the length of the ballot which is particularly long in even-numbered years."

- Efforts should be continued to maintain voluntary campaign expenditure limits. Also, if a district election system is implemented, the current voluntary limit on spending should be reduced.

- A Charter Amendment should be proposed to change the current system to allow the Board of Supervisors to select replacements for vacancies on the Board of Supervisors. Currently, the Mayor selects replacements, as mandated by the Charter.

Comments:

1. The Elections Task Force's research methods included review of articles and other written information, presentations by various speakers, and consideration of public opinion collected through questionnaires and public meetings, according to the Elections Task Force Report.

2. According to Mr. John Madden of the Controller's Office, the costs of this proposed skeletal Charter Amendment cannot be determined at this time, since the specific proposed alternative elections system has not yet been determined.

3. The Elections Task Force report does not contain cost estimates for the four above-proposed alternative systems for electing members of the Board of Supervisors.

4. According to Ms. Germaine Wong, Registrar of Voters, who served as an ex-officio member of the Elections Task Force, the Registrar of Voters has not yet evaluated the operational impact, and the related additional costs, of any alternative elections systems. The Registrar of Voters will evaluate the impacts on the Office of the Registrar of Voters when a more specific Charter Amendment is proposed.

Recommendation: Approval of the proposed Charter Amendment is a policy matter for the Board of Supervisors. (File 245-91-1)

Item 4 - File 97-95-15

Note: This item was referred from the Board of Supervisor's meeting of June 19, 1995.

Department: Department of Human Resources

Item: Ordinance amending the Administrative Code Section 16.42 and deleting Section 16.43 regarding membership criteria for the Retirement System.

Description: The proposed ordinance would delete the current Sections 16.42 and 16.43 and create a new Section 16.42 of the City's Administrative Code concerning the criteria for membership in the City's Retirement System.

According to the proposed ordinance, employees eligible to become members of the City's Retirement System and their proposed effective dates of membership would be as follows:

- All employees certified from a Civil Service list for permanent employment would become members effective on the appointment date;
- All employees appointed to a full-time permanent Civil Service exempt position would become members effective on the appointment date;
- All employees who have earned not less than 1,040 hours of compensation during any 12-month period shall become members effective on the date following the date that the employee earns 1,040 hours of compensation or on July 1, 1995, whichever occurs first.

Comments: 1. Under the current provisions of the City's Administrative Code, only employees who are in permanent or exempt Civil Service positions are eligible for the City's Retirement System. The proposed ordinance would enable all temporary employees, who work at least half-time (1,040 hours), in a given year to become eligible for the City's Retirement System.

2. There are specific references in the proposed ordinance that members of boards and commissions, prison inmates and independent contractors would not be eligible for the City's Retirement System. The proposed ordinance would not provide any additional City Retirement System benefits for members of the Board of Supervisors.

3. According to Mr. Jeff Rothman of the Department of Human Resources, the Service Employees International Union (SEIU) arbitration award of July 1, 1994 included a provision for temporary employees who worked at least 1,040 hours in a given year to become members of the City's Retirement System. In addition, Mr. Rothman indicates that Local 21 has recently negotiated to permit their temporary employees who work more than half-time to become members of the City's Retirement System.

4. Ms. Clare Murphy of the City's Retirement System reports that the provisions of negotiated agreements with labor unions need to be incorporated through Sections 16.42 and 16.43 of the City's Administrative Code, which legally defines who is a member of the City's pension plan. However, according to Ms. Murphy, it would be impossible to track and manage the City's Retirement System for only those employees who are members of SEIU or Local 21, because employees often change classifications and positions several times during the course of their employment. As a result, the proposed ordinance would extend the City's Retirement System benefits to all temporary employees who work more than 1,040 hours per year.

5. According to Mr. John Madden of the Controller's Office, it is estimated that there are 2,130 City and County temporary employees that would be extended pension benefits by the proposed ordinance. More than one-half, or approximately 55 percent of these employees are currently represented by SEIU or Local 21, such that approximately 1,172 of these employees currently have these provisions included in negotiated agreements with the City. Therefore, an estimated 958 City employees would be extended this pension benefit through the proposed ordinance. Mr. Rothman reports that the Department of Human Resources has noticed all of the unions and met and conferred with their representatives regarding the proposed change.

6. Mr. Madden estimates that the proposed ordinance would ultimately result in an additional \$12.7 million of increased annual retirement costs for the City, beginning in FY 1996-97. According to Mr. Madden, approximately \$9,978,000, or 78 percent of these costs would be additional General Fund expenses. However, because the City's portion of the pick-up of retirement costs are lower for FY 1995-96, Mr. Madden estimates the cost to the City's General Fund would be approximately \$6.7 million in FY 1995-96, assuming a July 1 start date. Ms. Teresa Serata of the Mayor's Office reports

that these costs have not been included in the Mayor's projected budget for FY 1995-96.

7. There are currently a total of approximately 18,000 miscellaneous employees in the City's Retirement System, which costs the City approximately \$154 million annually. Under the present provisions, the City contributes approximately five percent of miscellaneous employees salaries for the City's Retirement contribution, 4.75 percent for the City's additional pick-up contribution (which will increase to 7.5 percent in FY 1996-97) and 6.2 percent for Social Security benefits. Currently, temporary employees are not included in these contributions. Under the proposed ordinance, temporary employees would be eligible for all of these same provisions for contribution.

8. At the June 6, 1995 Government Efficiency and Labor Committee meeting, the Committee amended the effective date of the proposed ordinance from May 5, 1995 to July 1, 1995. Ms. Murphy reports that, given the current delay in approving the proposed ordinance, the Retirement System will not be able to implement the proposed ordinance by July 1, 1995. Ms. Murphy reports that the actual date of approval of the proposed ordinance will determine when the Retirement System can implement the proposed ordinance.

9. According to Mr. Dan Maguire of the City Attorney's Office, in accordance with Section 16.29-5 of the City's Administrative Code, for purposes of retirement benefits, the City and County of San Francisco includes the San Francisco Community College District and the San Francisco Unified School District. Therefore, if the Board of Supervisors approves the proposed ordinance, this provision will extend retirement benefits to the two school districts' temporary employees. However, Mr. Maguire reports that the Board of Supervisors could amend the proposed legislation to exclude the two school districts from the proposed legislation.

10. The San Francisco Unified School District reports that the District will provide retirement benefits to temporary employees who work at least half time and therefore, the Unified School District wishes to be included in the proposed ordinance.

11. Mr. Peter Goldstein of the Community College District reports that the issue of whether retirement benefits should be granted to temporary employees of the Community College District is currently under negotiation between the District and United Public Employees Local 790. Mr. Goldstein

estimates that this provision would affect approximately 160 Community College District employees and would cost at least \$200,000 annually. According to Mr. Jeffrey Sloan of Liebert, Cassidy & Frierson, which represents the Community College District, if the Board of Supervisors approves the proposed ordinance without excluding the Community College District, the District would potentially be forced to spend funds it has not allocated for this purpose and to grant benefits to employees before negotiations with the represented employees are completed, which would adversely affect the current negotiations. Mr. Sloan reports that meetings were held with representatives of the City's Retirement System and Department of Human Resources on June 21, 1995 to address the concerns of the City and the District. Specific language proposed by the District was referred to the City Attorney's Office for review.

12. Mr. Maguire reports that he has just received such proposed language and is currently reviewing the information provided.

13. Mr. Rothman and Ms. Murphy request that the proposed ordinance be continued pending a review by the City Attorney regarding language to include or exclude the Community College District. In addition, Ms. Murphy reports that San Francisco General Hospital has raised concerns regarding the proposed legislation's impact on interns and residents at the Hospital and potential conflicts in the proposed ordinance with existing contract agreements.

Recommendation: Continue the proposed ordinance, as requested by representatives of the Retirement System and the Department of Human Resources.

Item 5 - File 12-95-39

- Department:** Public Transportation Commission (PTC)
- Item:** Resolution supporting Senate Bill 877, a bill authorizing the Bay Area electorate to impose up to a 10 cent per gallon tax on motor fuel sold in Bay Area counties.
- Description:** State Senate Bill 877 authorizes a vote by the Bay Area's electorate on a series of transportation improvement projects to be funded by up to a 10 cent tax per gallon on gasoline sold in the Bay Area Counties. SB 877 directs the Metropolitan Transportation Commission (MTC) to develop a list of transportation projects, their cost estimates and an expenditure plan for these projects.
- If SB 877 is approved by the State Senate, a measure requiring approval of the list of transportation projects and a proposed, new regional gasoline tax, which is the funding source for these projects, would be placed on the November 1996 ballot in all nine Bay Area counties. This regional gasoline tax measure must be approved by a majority vote and would be effective on January 1, 1997 for a period of 20 years.
- Comments:**
1. SB 877 authorizes a maximum tax rate of 10 cents per gallon. The tax level submitted on the measure by MTC could be lower, depending on MTC's expenditure plan. Presently, the State gasoline tax is 18 cents per gallon and the Federal gasoline tax is 18 cents per gallon.
 2. According to Mr. Jerry Levine of the PTC, based on MTC revenue estimates, if a measure requiring a 10 cents per gallon tax is approved, approximately \$4 billion in revenue for the Bay Area region would be generated (in 1995 dollars) over the 20 year period. Mr. Levine also states that MTC estimates that approximately \$418 million in revenue would be generated for the City and County of San Francisco (in 1995 dollars) over the 20 period, an estimated \$20.9 million per year.
 3. According to the proposed resolution, MTC supports the passage of SB 877. On March 27, 1995, the San Francisco County Transportation Authority adopted a resolution urging the Public Transportation Commission to support passage of SB 877. On May 23, 1995, the Public Transportation Commission (PTC) resolved to urge the Board of Supervisors to support passage of SB 877.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 6 - File 27-95-8

Department: Airport

Item: Ordinance approving Modification No. 6 of the Lease and Use Agreement between American Airlines, Inc. and the City and County of San Francisco.

**Effective Date of
Lease Modification:** June 1, 1995

Description: On July 1, 1981, American Airlines, Inc. and the City and County of San Francisco entered into a 30-year Lease and Use Agreement (Agreement) for American Airlines to lease from the Airport certain space in the North and International Terminal Buildings.

The proposed lease modification would allow (1) the Airport to correct the measurements of the space being leased to American Airlines under the Agreement in Categories I through IV and (2) American Airlines to relinquish 576 square feet of storage space located on the ramp level at Boarding Area E of the North Terminal Building.

Airport space categories are defined as follows:

Category I	Ticket Counters and Hold Rooms (waiting areas by gates)
Category II	Ticket counter Back Offices, VIP Clubs, Baggage Claim Lobbies
Category III	Administrative and Operations Offices (including storage space)
Category IV	Baggage Handling Areas

Mr. Bob Rhoads of the Airport advises that the space measurements contained in the Agreement with American Airlines for the above-noted categories were originally based on construction drawings. Mr. Rhoads states that the Airport has determined, based on recent measurements of these premises, that the space measurements contained in the Agreement are inaccurate. As such, the Airport is proposing to modify the Agreement to include the actual space measurements, as follows:

	Measurements Contained in <u>Agreement</u>	Actual <u>Measurements</u>
Category I	25,890 Sq. Ft.	24,961 Sq. Ft.
Category II	32,455 Sq. Ft.	30,558 Sq. Ft.
Category III	37,606 Sq. Ft.	36,028 Sq. Ft. *
Category IV	<u>41,626 Sq. Ft.</u>	<u>44,588 Sq. Ft.</u>
Total Sq. Ft.	137,577 Sq. Ft.	136,135 Sq. Ft.

* The 36,028 sq. ft. reflects the actual measurement of this area less the 576 sq. ft. of space which American Airlines is proposing to relinquish.

As noted above, the total actual square footage for American Airlines for the Categories noted above is 136,135 sq. ft. or 1,442 sq. ft. less than the 137,577 sq. ft. contained in the existing agreement. According to Mr. Rhoads, based on the reduced square footage, American Airlines will pay the Airport \$3,653,635 annually or \$113,815 less than the current \$3,767,450 annual amount. However, Mr. Rhoads advises that overall Airport revenues will not be effected because the costs of the adjustments to the space occupied by American Airlines will be spread among the other airlines using the Terminal Complex.

As previously noted, in addition to correcting the measurements under the Agreement, the proposed modification of the Agreement would also authorize American Airlines to relinquish 576 square feet of Category III space (storage space). Mr. Rhoads advises that American Airlines no longer requires this storage space and the Airport intends to issue a permit for this storage space to a concessionaire sublessee of Host International and, as such, revenue to the Airport will remain unchanged. According to Mr. Rhoads, the revenues involved in the space to be relinquished by American Airlines total \$13,656 per year (576 sq. ft. of Category III space @ \$23.71 per square foot).

Comment:

As noted above, the effective date of the proposed lease modification is June 1, 1995. As such, the proposed legislation should be amended to authorize approval of the lease modification retroactively.

Recommendation:

Amend the proposed ordinance to authorize retroactive approval of the proposed lease modification and approve the ordinance as amended.

Item 7 - File 94-95-1

Department: Public Utilities Commission (PUC)

Item: Resolution authorizing the General Manager of the Public Utilities Commission and other designated Public Utilities Commission officials to execute and file, on behalf of the City and County of San Francisco, an application for Federal and State financial assistance under the Robert T. Stafford Federal Disaster Relief and Emergency Assistance Act for funds as a result of the 1995 late winter storms.

Description: The proposed legislation states that on March 24, 1995, the Presidential Declaration of Assistance for the 1995 Late Winter Storms was amended to include the City and County of San Francisco. As such, according to the legislation, the City is now eligible for reimbursement from the Federal Emergency Management Agency (FEMA) and the State for emergency and permanent repair work of damaged property and facilities, in connection with the 1995 winter storms.

The proposed resolution would authorize the General Manager of the PUC and other designated PUC officials to execute and file an application with FEMA for the available Federal and State reimbursement funds for the 1995 winter storm-related emergency and permanent repair work.

Comments: 1. Attached is a list of the repair projects for the Water Department and Hetch Hetchy for which the PUC will seek reimbursement from FEMA and the State.

2. As shown on the Attachment the preliminary estimated cost of the repair projects for the Water Department is approximately \$1,470,000 and the preliminary estimated cost for the Hetch Hetchy repair projects is approximately \$2,679,000 for a total estimated cost of approximately \$4,149,000. According to Mr. Carlos Jacobo, of the PUC, FEMA could potentially reimburse the City for up to 75 percent of the cost of these repair projects and the State could potentially reimburse the City for up to an additional 18.75 percent of these projects or a total of 93.75 percent of the estimated repair costs of approximately \$4,149,000. According to Mr. Jacobo, the source of funds for the balance of approximately \$259,313 or 6.25 percent has not, as yet, been specifically identified.

Recommendation: Approve the proposed resolution.

San Francisco Water Department
Storm Damage Estimates

Ref.		Estimated
	<i>System Facilities</i>	
F1	Harry Tracy Water Treatment Plant - Electrical	\$125,000
F2	Calaveras Pipeline - Exposed Pipe and Erosion	\$100,000
	<i>Paninsula Watershed</i>	
P1	Slope Damage - Pilarcitos Creek	\$100,000
P2	Road Damage - Ingoing Road	\$50,000
P3	Road Damage - Culverts	\$75,000
P4	Road Damage - Old Canada Road	\$50,000
P5	Hazardous Trees	\$100,000
	<i>Alameda Creek Watershed</i>	
A1	Road Damage - Alameda Creek Crossing	\$300,000
A2	Hal Bunger Valve - San Antonio Reservoir Release	\$50,000
A3	Reservoir Spillway Damage - San Antonio Reservoir	\$50,000
A4	Calaveras Pipeline Project - Mitigation Damage	\$100,000
A5	Watershed (Fire) Protection Roads - District Wide	\$250,000
A6	Sunol Town System PL - Wash Out at San Antonio Creek	\$10,000
A7	Alameda Portal (W) Road - Bridge Abutment/Low Water Crossing	\$50,000
A8	Stock Ponds - Failures and Erosion	\$50,000
	TOTAL:	\$1,470,000

4/11/95

**HETCH HETCHY WATER & POWER
1995 STORM DAMAGE**

<u>No.</u>	<u>Location</u>	<u>Description</u>	<u>Cost</u>
1	Highway 49 at Moccasin	Clean-up Debris/sandbag road edge/ keep water from reservoir	\$2,650
2	Prist Diversion Canal	Remove debris from grizzley creek/ keep water from reservoir	1,000
3	Cherry oil rd, intake hill	Clear debris from road/unplug culverts	6,500
4	Early Intake switchyard	Unplug culverts/channel water/remove debris/sandbag	1,500
5	Mitchell Shaft Rd off corral hallow	Sections of road washed out	90,000
6	Mitchell shaft rd off corral hallow	Damaged or lost culverts	5,000
7	Cherry oil road-Intake Hill	Numerous mudslides & Shoulder washouts	8,500
8	Cherry oil road-switchback intake hill	150 Ft. Section of roadway cracking- ground slipping	175,000
9	Red Mountain bar east rd off marshes flat	Section of road washed out	10,000
10	Red Mountain bar east rd off marshes flat	Damaged & destroyed culverts	2,500
11	Early Intake switchyard rd,	Road washout, culverts plugged/ Debris covering area	815,000
12	Priest diversion canal- priest/coulterville rd	Washout distribution drain sys & silt fencing-overflow	150,000
13	Priest diversion channel- priest/coulterville rd	Road & mud filled channel causing overflow & washout on wing wall	1,380,000
14	Grizzley creek drainage channel-Moccasin	Sand rock & gravel filled 3/4th of drainage channel	13,500
15	San Joaquin Pipeline, blewett & bird roads	Damaged undermined & broken concrete ford (water drainage channel)	14,000
16	San Joaquin Pipeline #3, Blewett & bird roads	Pipe undermined, coating damaged & removed	2,200
17	Early Intake switchyard	Mud rock & debris in yard and around building	1,750
			\$2,679,000

Item 8 - File 172-95-22

Department: San Francisco Water Department (SFWD)
Public Utilities Commission (PUC)

Item: Resolution authorizing the General Manager of the Public Utilities Commission to execute an updated Mutual Aid Agreement with other water agencies in the State Office of Emergency Services Region 2.

Description: In October, 1994, the Board of Supervisors approved a resolution authorizing the SFWD to enter into an agreement with other northern California water agencies for mutual aid in disaster response, such as fires or earthquakes. The proposed resolution would authorize the General Manager of the PUC to execute the 1995 Omnibus Mutual Aid Agreement, which is a modified version of the 1994 Agreement.

As with the 1994 Agreement, the proposed Mutual Aid Agreement for Region 2 would provide San Francisco with mutual aid partners from water agencies in the following 15 counties: Del Norte, Humboldt, Lake, Marin, Mendocino, Napa, Solano, Sonoma, Alameda, Contra Cost, San Mateo, Monterey, San Benito, Santa Clara and Santa Cruz.

Mutual aid would include loans of equipment, supplies and personnel when the lending county determines that its own needs can be met while rendering assistance. The proposed agreement (like the 1994 original) would be implemented on a voluntary basis; there would be no requirement that any water agency make its equipment, personnel or facilities available to another agency. Any agency which requests and receives the mutual aid would be responsible for reimbursing the agency which provides the mutual aid for all costs including personnel costs, transporting equipment, supplies, fuel, lubrication and maintenance of the equipment used.

The significant changes in the proposed Agreement compared to the 1994 Agreement are:

- Both Agreements include a hold harmless clause which indemnifies and holds harmless the water agency providing the mutual aid from all claims, loss, damage, injury and liability of every kind that arises from the work conducted for the borrower. The proposed 1995 Agreement would add a hold harmless clause extending such protection to all other signatories of the Mutual Aid Agreement, so that there would be no liability for joining the Agreement.

- A clause would be added to define who is responsible for workers compensation coverage of employees loaned by one jurisdiction to another. Ms. Christiane Hayashi of the City Attorney's Office advises that the effect of this clause is to clarify that the lending county would continue to be responsible for workers compensation coverage for employees lent to a borrowing county.
- The provisions for future modifications of the Agreement would be altered to establish that modifications shall be effective upon 60 days' written notice to the signatory agencies. Mr. Martin R. Falarski, Chair of the Water Agency Response Network for Region II, which administers the Agreement, states in a February 16, 1995 letter that this 60 day period was added to reassure all participants that they will be able to terminate their participation as a member if they object to future modifications to the Agreement. (As in the 1994 Agreement, modifications require a simple majority vote of signatory agencies to the Agreement.)
- A clause stating that to the extent that prior agreements are inconsistent with this Agreement, all prior agreements for mutual aid would be superseded, would be revised to specify that only prior agreements "between signators to this Agreement" would be superseded.

Comments:

1. In an emergency situation (either in San Francisco or in another county), the Water Department would not be required to request the Board of Supervisors' authorization to request or provide mutual aid assistance. Instead, as is currently the case under the existing Agreement, the SFWD would notify the Board of Supervisors as soon as possible after the mutual aid assistance has been received or provided.
2. The term of the Agreement is unlimited, but any party to the Agreement can terminate its participation by providing 60 days' written notice.
3. The Public Utilities Commission approved the proposed Agreement by a resolution dated May 23, 1995.

Recommendation: Approve the proposed resolution.

Items 9 and 10 - Files 172-95-24 and 172-95-25

Department: Public Works (DPW)

Item: Resolution authorizing the Mayor to execute a joint exercise of powers agreement for sewer services between the City and County of San Francisco, the City of Brisbane, and the Guadalupe Valley Municipal Improvement District. (172-95-24)

Resolution authorizing the Mayor to execute a joint exercise of powers agreement for sewer services between the City and County of San Francisco and the North San Mateo County Sanitation District. (172-95-25)

Description: The City currently provides wastewater treatment services to the City of Brisbane/Guadalupe Valley Municipal Improvement District as well as to the North San Mateo County Sanitation District under existing agreements. The proposed resolution would authorize the Mayor to approve new agreements between the City and these jurisdictions. The new agreements lower sewer service charge rates to approximately the same sewer service charge rates as is paid by residents and commercial businesses in San Francisco, pursuant to a decision by the State Water Resources Control Board. Currently the San Francisco sewer service charge rates per unit (i.e., per 100 cubic feet of wastewater) are as follows:

Residential Lifeline:*	\$1.6763
Regular Residential:	\$4.2197
Commercial:	\$4.5836

* Rate for the first three units of consumption per residential dwelling per month.

The following paragraphs summarize the proposed agreements.

North San Mateo County Sanitation District
(File 172-95-25)

Under this proposed agreement, North San Mateo County Sanitation District (the San Mateo District) would pay San Francisco the same rates charged to San Francisco residents and businesses, since the District borders the City and

discharges wastewater directly into the City's sewer system. These rates are noted above.

Under the current agreement, the City does not offer San Mateo District customers the Residential Lifeline rate. The San Mateo District pays Regular Residential and Commercial Rates. According to Ms. Ann Carey of the DPW, the City's sewer service charges to the San Mateo District, as a result of offering the Residential Lifeline rate, would be reduced by an estimated \$350,000 annually from approximately \$1,350,000 according to approximately \$1 million annually.

Brisbane/Guadalupe Valley Municipal Improvement District (File 172-95-24)

Under this proposed agreement (File 172-95-24), the City of Brisbane/Guadalupe Valley Municipal Improvement District (the Brisbane District) would pay the following per unit rate:

Previous Rate: \$4.5836

Proposed Rate: \$2.6848

The Brisbane District does not discharge wastewater directly into the City's sewer system. Instead, wastewater is discharged into interceptors, which then pump wastewater into the City's system. Since the wastewater comes through an interceptor and pump station, a tiered rate system based on the source of the wastewater and the amount discharged by an individual establishment or residence cannot be determined. (Currently, Brisbane District customers pay a flat \$4.5836 per unit.) Therefore, the proposed agreement would establish a rate reflecting the average cost of collecting, transporting and treating the Brisbane District's wastewater at all San Francisco plants. The DPW estimates that the proposed sewer service charge rate would be approximately equal, overall, to the rates paid by residents and businesses in San Francisco, pursuant to the State Water Resources Control Board's decision.

Comments:

1. Ms. Carey estimates that the City's sewer service charges to the Brisbane District will be reduced by an estimated \$200,000 annually from approximately \$450,000 annually to \$250,000 annually. Estimated reduced sewer service charge revenues to San Francisco would therefore total an estimated \$550,000 annually (\$350,000 for the San Mateo District and \$200,000 for the Brisbane District).

2. The sewer service charge revenue estimates included in the DPW's proposed FY 1995-96 budget reflect the \$550,000 in reduced revenues noted in Comment No. 1.

3. According to the DPW, the proposed agreements reflect the requirements of the Environmental Protection Agency, the State Water Resources Control Board, and the Regional Water Quality Control Board.

4. The City's total annual sewer charge revenues are projected to be approximately \$119 million in FY 1994-95, and approximately \$129 million for 1995-96. The estimated annual lost revenue of \$550,000 represents less than one-half percent of this total annual sewer service charge revenues. Ms. Carey advises that reducing the total annual service charges to the San Mateo District and the Brisbane District is therefore not anticipated to impact the rates charged to San Francisco customers. The proposed new sewer service charges rates have been factored into the rate schedule and proposed budget for FY 1995-96.

5. The current agreements with San Mateo and Brisbane/Guadalupe Districts do not specify expiration dates. The proposed agreements would be for limited terms. The agreements would expire 30 years after the date of execution (approximately June 30, 2025).

6. The proposed sewer service charge rate changes for the Brisbane District would be retroactive to FY 1992-93, per negotiations with the District. However, the proposed resolutions do not need to be amended for retroactivity, because the agreements would commence at the date of execution, but would provide for reimbursements.

Recommendation: Approve the proposed resolutions based on the statement of DPW that such agreements are required by the State Water Resources Control Board.

Item 11 - File 172-95-26

Department: Department of Public Health (DPH)

Item: Resolution approving the contract between the City and County of San Francisco, Department of Public Health, and Allied Information and Services Corporation, to provide Paramedic and Ambulance Billing and Collection Services.

Contract Amount: Approximately \$3,660,000 - Contract amount is contingent upon the amount of revenue actually collected.

Contract Period: July 1, 1995 through June 30, 1999

Description: The proposed resolution would authorize DPH to enter into a contract with Allied Information Services (AIS) to provide paramedic and ambulance billing and collections services at San Francisco General Hospital (SFGH).

Allied Information Services (AIS) currently holds the four-year paramedic and ambulance billing and collection services contract with San Francisco General Hospital (SFGH), which expires on June 30, 1995. SFGH recently issued a Request for Proposal (RFP) for all billing and collection services which are currently provided by AIS under the current contract. SFGH reports that notice of the RFP was advertised in the *Examiner/Chronicle*, *San Jose Mercury News*, *Sun Reporter*, *Asian Week*, *El Mundo* and the Purchasing Department's *Bid & Contract Opportunities*. Additionally, notices of the RFP were sent to 32 vendors and 17 organizations involved with the City's MBE/WBE program. AIS, a certified MBE firm, was again awarded the four-year contract based upon past performance and lowered rates.

Under the proposed four-year contract, AIS will provide the following services:

- a. New Accounts Set-Up and Billing Services, whereby AIS researches a patient's medical record, via a data processing system, in order to find medical coverage information by query of all possible sources. This process also involves reviewing data contained in Medi-Cal, Medicare, and other types of claims to be submitted to the State and Federal governments for reimbursements. The claims are then submitted electronically to any and all payors (i.e., State and Federal government, private insurers) and reimbursed within 10-30 days.

b. Update and Follow-Up Services, whereby AIS attempts to identify whether patients whose bills have not been paid (delinquent accounts) may be eligible for Medi-Cal, Medicare, Victims of Crimes assistance, or Medically Indigent Adults (MIA) assistance, in order to determine whether the unpaid bills can be submitted to the State or Federal government for reimbursement under these programs.

c. Audit Services, whereby AIS retrieves and reviews open accounts in the data processing system and makes appropriate demands to patients for payment of the balance. Audit Services can also include setting up an installment plan for account payments or transferring 150 day old unresolved accounts to the Tax Collector's Bureau of Delinquent Revenue.

Comments:

1. According to Ms. Sharon Kennison, Assistant Administrator for Patient Finance at SFGH, the proposed paramedic and ambulance billing and collection services contract is contingency fee based and the contractor is not compensated for salaries, postage, telephone or any overhead. SFGH reports that AIS will submit an invoice for a percentage payment only on the basis of actual collections. The contingency fee rates under the proposed four-year contract are as follows:

<u>Cumulative Revenues Generated</u> <u>Contract Years 1995/96 - 1996/97</u>			<u>Contingency Fees</u> <u>Payable to AIS</u>
\$0	to	\$1,999,999	6.25%
\$2,000,000	to	\$3,999,999	7.25
\$4,000,000	to	above	8.00

<u>Cumulative Revenues Generated</u> <u>Contract Years 1997/98 - 1998/99</u>			<u>Contingency Fees</u> <u>Payable to AIS</u>
\$0	to	\$1,999,999	6.50%
\$2,000,000	to	\$3,999,999	7.50
\$4,000,000	to	above	8.00

2. SFGH reports that the above rates for the proposed four-year contract reflect a decrease in AIS fees from the current four-year contract. The contingency fee rates under the current four-year contract are as follows:

Memo to Government Efficiency and Labor Committee
June 27, 1995 Government Efficiency and Labor Committee Meeting

<u>Cumulative Revenues Generated</u>			<u>Contingency Fees</u>
<u>Contract Years 1991/95</u>			<u>Payable to AIS</u>
\$0	to	\$8,199,999	8.75%
\$8,200,000	to	above	8.00

3. According to Ms. Kennison, prior to January, 1988, approximately \$2,000,000 a year in gross revenue was collected when SFGH had the duty of performing paramedic and ambulance billing and collection services on an in-house basis.

4. Ms. Kennison estimates that a total of \$43,012,956 in gross revenue, or an average of \$10,753,239 annually, will be collected under the current four-year contract, which expires on June 30, 1995. According to Ms. Kennison, of the estimated \$43,012,956 in gross revenue, an estimated \$3,714,014 will be paid to AIS for contingency fees and an estimated \$39,298,942 will be allocated to SFGH's Paramedic Division.

5. Under the proposed four-year contract, Ms. Kennison estimates that a total of \$48,000,000 in gross revenue, or an average of \$12,000,000 annually, will be collected during FY's 1995-99. According to Ms. Kennison, of the estimated \$48,000,000 in gross revenue, an estimated \$3,660,000 will be paid to AIS for contingency fees and an estimated \$44,340,000 will be allocated to SFGH's Paramedic Division.

Recommendation: Approve the proposed resolution.

Item 12 - File 25-95-4

NOTE: This item was continued at the June 13, 1995 meeting of the Government Efficiency and Labor Committee.

Department: Real Estate Department

Item: Resolution concurring with the Controller's certification as required by Charter Section 8.300-1 (Proposition J) that janitorial services at the City-owned building at 25 Van Ness Avenue can continue to be practically performed by a private contractor for lower cost than similar work services performed by City employees.

Services to be Performed: Janitorial Services

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for janitorial services for FY 1995-96 at 25 Van Ness Avenue would result in estimated savings as follows:

<u>City-Operated Service Costs</u>	<u>Lowest Salary Step</u>	<u>Highest Salary Step</u>
Salaries	\$163,794	\$193,454
Fringe Benefits	<u>51,318</u>	<u>56,649</u>
Total	\$215,112	\$250,103
<u>Contractual Services Cost</u>	<u>126,000</u>	<u>126,000</u>
<u>Estimated Savings</u>	\$89,112	\$124,103

Comments:

1. Mr. Robert Haslam of the Real Estate Department reports that certification under Charter Section 8.300-1 for contracting out these services was first approved in 1991.
2. Mr. Matthew Hymel of the Controller's Office, reports that the Contracted Service Cost used by the Controller's Office for the purpose of this analysis was the current contractor's charge for providing janitorial services for FY 1995-96.

3. Mr. Haslam advises that the City's current contract for janitorial services at 25 Van Ness Avenue is a two-year contract with Ward Building Maintenance which expires August 31, 1996. Mr. Haslam adds that the City is expected to continue its contract with Ward Building Maintenance. Ward Building Maintenance is a certified MBE and provides health insurance to its employees.

4. Mr. Haslam reports that the building at 25 Van Ness Avenue is approximately two thirds occupied by City offices and one third occupied by private sector tenants. The City offices include the Arts Commission, Commission on Aging, Commission on the Status of Women, Human Rights Commission, Department of Public Health's AIDS Office, Department of Parking and Traffic, Public Guardian, Real Estate Department, Rent Arbitration Board, Sheriff's Investigative Services Division, Unreinforced Masonry Building (UMB) Seismic Safety Task Force, Mayor's Youth Forum and Tax Collector's Business Tax Office.

5. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

Recommendation: Approve the proposed resolution.

Attachment900-2: Charter 8.300-1 (Proposition J) QuestionnaireCharter 8.300-1 (Proposition J) QuestionnaireDepartment Real Estate For time Period 7/1/95 - 6/30/96Contract Services Janitorial

- 1) Who performed services prior to contracting out?

Not applicable. City purchased .25 Van Ness in November 1991. A private contractor provided janitorial services.

- 2) Number of City employees laid off as a result of contracting out?

None.

- 3) If the employees were not laid off as a result of contracting out, what happened to them?

N/A

- 4) What percent of a City employee's time is spent on services to be contracted out?

None

- 5) How long have the services been contracted out?

3 1/2 yrs.

- 6) Will contract services meet goals of MBE/WBE Ordinance?

Yes

Robert E. Haslam
Department Representative
Robert E. Haslam

Telephone: 554-9873

Memo to Government Efficiency and Labor Committee
June 27, 1995 Government Efficiency and Labor Committee Meeting

Item 13 - File 25-95-5

Department: Real Estate Department

Item: Resolution concurring with the Controller's certification that security services for 25 Van Ness Avenue can be practically performed by a private contractor for lower cost than similar work services performed by City and County employees.

Services to be Performed: Security Guard Services at 25 Van Ness Avenue

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for security guard services at the 25 Van Ness office building would result in the following estimated savings for FY 1995-96:

	Lowest Salary Step	Highest Salary Step
<u>City-Operated Service Costs</u>		
Salaries	\$117,473	\$138,685
Fringe Benefits	<u>39,015</u>	<u>42,827</u>
Total	\$156,488	\$181,512
<u>Contractual Services Cost</u>	<u>90,666</u>	<u>90,666</u>
<u>Estimated Savings</u>	<u>\$ 65,822</u>	<u>\$ 90,846</u>

- Comments:**
1. The security guard services at 25 Van Ness Avenue have been contracted out, continuously, since 1991 as allowed under Section 8.300-1 of the Charter of the City and County of San Francisco.
 2. The current two-year contract, which expires on September 30, 1996, is with McCoy's Patrol Service, an MBE firm. According to Mr. Steve Alms of the Real Estate Department, McCoy's Patrol Service was one of four bidders for the contract that began on October 1, 1994. Mr. Alms indicates that McCoy's Patrol Service does not provide health insurance for its employees.

Memo to Government Efficiency and Labor Committee
June 27, 1995 Government Efficiency and Labor Committee Meeting

3. The Contractual Services Cost used for the purpose of this analysis is the current contractor's estimated cost for security services for Fiscal Year 1995-96.
4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.
5. Mr. Alms reports that the building at 25 Van Ness Avenue is approximately two thirds occupied by City offices and one third occupied by private sector tenants. The City offices include the Arts Commission, Commission on Aging, Commission on the Status of Women, Human Rights Commission, Department of Public Health's AIDS Office, Department of Parking and Traffic, Public Guardian, Real Estate Department, Rent Arbitration Board, Sheriff's Investigative Services Division, Unreinforced Masonry Building (UMB) Seismic Safety Task Force, Mayor's Youth Forum and Tax Collector's Business Tax Office.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Chapter 8.300-1 (Proposition J) Questionnaire

Department Real Estate

For time Period 10/1/94-9/30/96

Contract Services Security

- 1) Who performed services prior to contracting out?

Not applicable. City purchased 25 Van Ness in November 1991. A private contractor provided security services.

- 2) Number of City employees laid off as a result of contracting out?

None

- 3) If the employees were not laid off as a result of contracting out, what happened to them?

N/A

- 4) What percent of a City employee's time is spent on services to be contracted out?

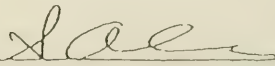
None

- 5) How long have the services been contracted out?

3-1/2 years

- 6) Will contract services meet goals of MBE/WBE Ordinance?

Yes


Department Representative
Steve Alms

Telephone: (415) 554-9865

Memo to Government Efficiency and Labor Committee
June 27, 1995 Government Efficiency and Labor Committee Meeting

Item 14 - File 25-95-8

Department: District Attorney

Item: Resolution concurring with the Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that armed security guard services can be practically performed for the District Attorney, Family Support Bureau, by a private contractor for a lower cost than similar services performed by City and County employees.

Services to be Performed: Armed Security Guard Services for the District Attorney, Family Support Bureau.

Description: The Controller has determined that contracting for Armed Security Guard Services for Fiscal Year 1995-96 will result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City Operated Service Costs</u>		
Personnel	\$55,418	\$65,537
Fringe Benefits	15,967	17,794
Total	\$71,385	\$83,331
<u>Estimated Contract Service Costs</u>	56,250	56,250
<u>Estimated Savings</u>	\$15,135	\$27,081

Comments: 1. An Armed Security Guard Services function was not required by the District Attorney, Family Support Bureau at its previous location at 291 Tenth Street. However, the Department has relocated to 617 Mission Street as of June 1, 1995, and according to the Family Support Bureau, it will require an armed security guard to (a) monitor visitors as they pass through a metal detector, (b) monitor three surveillance cameras, (c) be responsible for emergency response, and (d) perform minor maintenance tasks at the new facility. Therefore, this is a new Proposition J certification.

2. According to Mr. Merlin Zimmerly of the District Attorney's Family Support Bureau, the estimated contract service costs used for the purpose of this analysis is based on an hourly rate of \$25, obtained as an informal quote from one of the City's current security guard contractors. The Armed Security Guard Services are needed from 8:00 a.m. to 5:00

Memo to Government Efficiency and Labor Committee
June 27, 1995 Government Efficiency and Labor Committee Meeting

p.m. (nine hours per day) Monday through Friday, when the building is open to the public. Based on 250 working days per year (261 weekdays less 11 holidays equals 250 days), the estimated annual contract cost is \$56,250 (\$25 per hour x 9 hours per day x 250 days per year equals \$56,250 per year).

3. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status and the health insurance status of the contractor, is attached.

4. According to Mr. Zimmerly, the City Purchaser is issuing an Invitation for Bids for these security services at 617 Mission Street. Selection of the contractor is subject to approval of the proposed resolution. According to the Family Support Bureau, the Invitation for Bids will be extended to MBE firms.

Recommendation: Approval the proposed resolution is a policy matter for the Board of Supervisors.

CHARTER 8.300-1 (PROPOSITION J) QUESTIONNAIRE

DEPARTMENT: DA/FSB

CONTRACT SERVICES: Security

CONTRACT PERIOD: June 1, 1995- June 30, 1996 (13 months)

- (1) Who performed activity/service prior to contracting out?
New function for new work site.
- (2) Number of City employees laid off as a result of contracting out?
0
- (3) Explain disposition of employees if they were not laid off?
N/A
- (4) What percentage of City employee's time is spent on services to be contracted out?
N/A
- (5) How long have the services been contracted out? Is this likely to be a one-time or an ongoing request for contracting out?
New request. Ongoing
- (6) What was the first fiscal year for a Proposition J certification? Has it been certified for each subsequent year?
95/96
- (7) How will contract services meet the goals of your MBE/WBE Action Plan?
Request for bid will be extended to MBE firms.
- (8) Does the proposed contract require that the contractor provide health insurance for its employees? Even if it is not required, does the proposed contractor provide health insurance for its employees?
No. Unknown

Department Representative: Merlin Zimmerly

Telephone Number: (415) 553-4319

Fax 553.4243

Item 15 - File 25-95-10

Department: Department of Social Services

Item: Resolution concurring with the Controller's certification that security services can continue to be practically performed at the Department of Social Services by private contractor for lower cost than similar work performed by City and County employees.

Services to be Performed: Security Services at the following DSS locations:

170 Otis
150 Otis
1440 Harrison
1235 Mission
SFGH - Ward 80

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for security services at the DSS locations noted above would result in the following estimated savings for FY 1995-96:

	Lowest Salary Step	Highest Salary Step
<u>City-Operated Service Costs</u>		
Salaries	\$1,084,587	\$1,280,426
Fringe Benefits	<u>326,207</u>	<u>361,400</u>
Total	\$1,410,794	\$1,641,826
<u>Contractual Services Cost</u>	<u>879,925</u>	<u>879,925</u>
<u>Estimated Savings</u>	<u>\$ 530,869</u>	<u>\$ 761,901</u>

Comments: 1. According to Ms. Judith Schutzman, Director of Administrative Services at DSS, security services at the DSS locations noted above have been contracted out continuously as follows:

Memo to Government Efficiency and Labor Committee
June 27, 1995 Government Efficiency and Labor Committee Meeting

170 Otis - since 1978
150 Otis - since 1978
1440 Harrison - since 1986
1235 Mission - since 1992
SFGH Ward 80 - since 1989

2. The current two-year contract, which is with Burns International Security Services, includes all of the above DSS locations and expires on August 31, 1995. Burns Security, which is not a MBE/WBE firm, provides health insurance for its employees. According to Ms. Schutzman, the security services contract will be competitively bid for services beginning September 1, 1995.

3. The Contractual Services Cost used for the purpose of this analysis is the current contractor's estimated cost for security services for Fiscal Year 1995-96.

4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

Recommendation: Approve the proposed resolution.

CHARTER §8.300-1 (PROP J) QUESTIONNAIRE

Department Social Services 45

Contract Service Security Services

For the term 9/1/95 through 8/31/97

- 1) Who performed services prior to contracting out?

Services have always been contracted out.

- 2) Number of employees laid off as a result of contracting out?

None

- 3) Explain disposition of employees if they were laid off.

N/A

- 4) What percent of a City employee's time is spent on services to be contracted out?

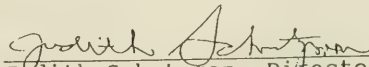
None

- 5) How long has the service been contracted out?

Since 1973

- 6) How will contract services meet the goals of your MBE/WBE action plan?

It will conform to the plan



Judith Schutzman, Director
Administrative Services
557-6432

Item 16 - File 25-95-12

Department: Real Estate Department

Item: Resolution concurring with the Controller's certification that Janitorial Services for 1660 Mission Street can continue to be practically performed by private contractor for lower cost than similar work services performed by City and County employees.

Services to be Performed: Janitorial Services at 1660 Mission

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for janitorial services for FY 1995-96 at 1660 Mission Street would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City-Operated Service Costs</u>		
Salaries	\$131,135	\$154,850
Fringe Benefits	41,471	45,733
Other Costs - Window Cleaning	<u>1,300</u>	<u>1,300</u>
Total	\$173,906	\$201,883
<u>Contractual Services Cost</u>	<u>85,500</u>	<u>85,500</u>
<u>Estimated Savings</u>	<u>\$ 88,406</u>	<u>\$116,383</u>

Comments: 1. Janitorial Services at 1660 Mission Street were first certified as required by Charter Section 8.300-1 in 1994 and have been contracted out continuously since then.

2. The current two year and three month contract expires on June 30, 1996, and is with Ward's Building Maintenance, an MBE firm. According to Mr. Larry Jacobson of the Department of Real Estate, Ward's Building Maintenance was one of four bidders for the contract that began on April 1, 1994. Ward's Building Maintenance provides health insurance for its employees.

Memo to Government Efficiency and Labor Committee
June 27, 1995 Government Efficiency and Labor Committee Meeting

3. The Contractual Services Cost used for the purpose of this analysis is the current contractor's estimated cost for security services for FY 1995-96 .
4. The Controller's Supplemental questionnaire with the Department's responses, including the MBE-WBE status of the contractor, is attached.

Recommendation: Approve the proposed resolution

Charter 8,300-1 (Proposition J) Questionnaire

Department REAL ESTATE

For time Period FY 95-96

Contract Services Janitorial

- 1) Who performed services prior to contracting out?

Wards Building Maintenance has performed janitorial service since building completion & occupancy by City on 4/1/94.

- 2) Number of City employees laid off as a result of contracting out?

0

- 3) If the employees were not laid off as a result of contracting out, what happened to them?

NA

- 4) What percent of a City employee's time is spent on services to be contracted out?

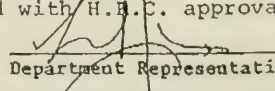
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- 5) How long have the services been contracted out?

since 4/1/94

- 6) Will contract services meet goals of MBE/WBE Ordinance?

Yes, present janitorial contract with Wards Building Maintenance was bid and awarded with H.B.C. approval.


Department Representative

Larry Jacobson
Real Property Officer

Telephone: 554-9862

Item 17 - File 25-95-13

Department: Real Estate Department

Item: Resolution concurring with the Controller's certification that Security Services for 1660 Mission Street can continue to be practically performed by private contractor for lower cost than similar work services performed by City and County employees.

Services to be Performed: Security Services at 1660 Mission Street

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for security services for FY 1995-96 at 1660 Mission Street would result in estimated savings as follows:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City-Operated Service Costs</u>		
Salaries	\$140,280	\$165,610
Fringe Benefits	<u>45,103</u>	<u>49,655</u>
Total	\$185,383	\$215,265
 <u>Contractual Services Cost</u>	 <u>90,929</u>	 <u>90,929</u>
 <u>Estimated Savings</u>	 <u>\$ 94,454</u>	 <u>\$124,336</u>

Comments:

1. Security Services at 1660 Mission Street were first certified as required by Charter Section 8.300-1 in 1994 and have been contracted out continuously since then.
2. The current two year and three month contract expires on June 30, 1995 and is with McCoy's Patrol Service, an MBE firm. According to Mr. Larry Jacobson of the Department of Real Estate, McCoy's Patrol Service was one of four bidders for the contract that began on April 1, 1994. McCoy's Patrol Service does not provide health insurance for its employees.

Memo to Government Efficiency and Labor Committee
June 27, 1995 Government Efficiency and Labor Committee Meeting

3. The Contractual Services Cost used for the purpose of this analysis is the current contractor's estimated cost for security services for FY 1995-96.
4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Charter 8.300-1 (Proposition J) Questionnaire

Department REAL ESTATE

For time Period FY 95-96

Contract Services Security

- 1) Who performed services prior to contracting out?

McCoy's Patrol Service has provided security service beginning April 1, 1994, the date of initial building occupancy.

- 2) Number of City employees laid off as a result of contracting out?

0

- 3) If the employees were not laid off as a result of contracting out, what happened to them?

NA

- 4) What percent of a City employee's time is spent on services to be contracted out?

0

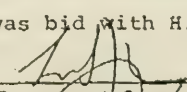
- 5) How long have the services been contracted out?

Beginning April 1, 1994

- 6) Will contract services meet goals of MBE/WBE Ordinance?

Current contract for FY 94-95 was bid with H.R.C. approval.

Telephone: 554-9862


Department Representative

Larry Jacobson
Real Property Officer

Item 18 - File 25-95-14

Department: Department of Public Health (DPH)

Item: Resolution concurring with the Controller's certification that weekend and holiday security guard services can continue to be practically performed for the Department of Public Health, SFGH, Substance Abuse Services, by private contractor for a lower cost than similar work services performed by City and County employees.

Services to be Performed: Security Guard Services for Substance Abuse Services located at 1001 Potrero.

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for security guard services at 1001 Potrero for FY 1995-96 would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City-Operated Service Costs</u>		
Salaries	\$6,624	\$ 7,820
Fringe Benefits	<u>2,185</u>	<u>2,400</u>
Total	\$8,809	\$10,220
 <u>Contractual Services Cost</u>	 <u>5,712</u>	 <u>5,712</u>
 <u>Estimated Savings</u>	 <u>\$3,097</u>	 <u>\$ 4,508</u>

- Comments:**
1. Security services for DPH's Substance Abuse Services were first certified as required by Charter Section 8.300-1 in fiscal year 1983-84 and have been provided by an outside contractor since then.
 2. The current one-year contract, which expires June 30, 1995, is with Cal State Patrol, an MBE firm. Cal State Patrol provides health insurance for its employees. The DPH is seeking to renew the current contract with Cal State

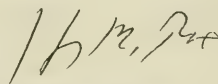
Memo to Government Efficiency and Labor Committee
June 27, 1995 Government Efficiency and Labor Committee Meeting

Patrol, based on the company's demonstrated ability to serve the substance abuse population.

3. The Contractual Services Cost used for the purpose of this analysis is the current contractor's estimated cost for security guard services for FY 1995-96.

4. The Controller's supplemental questionnaire with the Department's responses including the MBE/WBE status of the contractor, is attached.

Recommendation: Approve the proposed resolution.



Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Ammiano
Supervisor Teng
President Shelley
Supervisor Kaufman
Supervisor Migden
Supervisor Alioto
Supervisor Bierman
Supervisor Hsieh
Supervisor Kennedy
Supervisor Leal
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department SFGH Psychiatry - Substance Abuse Services

Contract Services Security Guard Services

For the term starting approximately 7/1/95 through 6/30/96

- 1) Who performed services prior to contracting out?

These services have always been contracted out.

- 2) Number of City employees laid off as a result of contracting out?

None.

- 3) Explain disposition of employees if they were not laid off.

No city employee has ever been hired for this service.

- 4) What percent of a City employee's time is spent on services to be contracted out?

None.

- 5) How long have the services been contracted out?

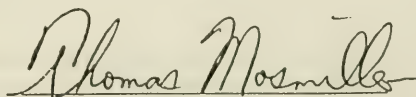
Eleven years.

- 6) What was the first fiscal year for a Proposition J Certification?

FY 83-84.

- 7) How will contract services meet the goals of your MBE/WBE Action Plan?

The vendor is a minority owned business.


Department Representative

Telephone 206-3939

Item 5 - File 12-95-39

REVISED

DOCUMENTS DEPT.

JUN 27 1995

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Department:

Public Transportation Commission (PTC)

Item:

Resolution supporting Senate Bill 877, a bill authorizing the Bay Area electorate to impose up to a 10 cent per gallon tax on motor fuel sold in Bay Area counties.

Description:

State Senate Bill 877 authorizes a vote by the Bay Area's electorate on a series of transportation improvement projects to be funded by up to a 10 cent tax per gallon on gasoline sold in the Bay Area Counties. SB 877 directs the Metropolitan Transportation Commission (MTC) to develop a list of transportation projects, their cost estimates and an expenditure plan for these projects.

If SB 877 is approved by the State Senate, a measure requiring approval of the list of transportation projects and a proposed, new regional gasoline tax, which is the funding source for these projects, would be placed on the November 1996 ballot in all nine Bay Area counties. This regional gasoline tax measure must be approved by a majority vote and would be effective on January 1, 1997 for a period of 20 years.

Comments:

1. SB 877 authorizes a maximum tax rate of 10 cents per gallon. The tax level submitted on the measure by MTC could be lower, depending on MTC's expenditure plan. Presently, the State gasoline tax is 18 cents per gallon and the Federal gasoline tax is 18 cents per gallon.

2. According to Mr. Jerry Levine of the PTC, based on MTC revenue estimates, if a measure requiring a 10 cents per gallon tax is approved, approximately \$4 billion in revenue for the Bay Area region would be generated (in 1995 dollars) over the 20 year period. Mr. Levine also states that MTC estimates that approximately \$418 million in revenue would be generated for the City and County of San Francisco (in 1995 dollars) over the 20 period, an estimated \$20.9 million per year.

3. According to the proposed resolution, MTC supports the passage of SB 877. On March 27, 1995, the San Francisco County Transportation Authority resolved to support passage of SB 877 and directed the Executive Director of the Transportation Authority to advise the California State Legislature of the Transportation Authority's position. On May 23, 1995, the Public Transportation Commission (PTC)

Memo to Government Efficiency and Labor Committee
June 27, 1995 Government Efficiency and Labor Committee Meeting

resolved to urge the Board of Supervisors to support passage of SB 877.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

7C.31
2
7/95
CALENDAR

REGULAR MEETING
GOVERNMENT EFFICIENCY AND LABOR COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, JUNE 27, 1995 - 1:00 P.M.

Legislative Chamber - Room 404
Veterans Building - 401 Van Ness Ave.

PRESENT: Supervisors Terence Hallinan, Tom Ammiano, Mabel Teng

ABSENT: Supervisor Ammiano - Items 6 and 7

Supervisor Teng - Items 1, 3 and 4

CLERK: Gail Johnson

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SAN FRANCISCO
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CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine, and will be acted upon by a single roll call vote. There will be no separate discussion of these items unless a member of the Committee or the public so requests, in which event the matter shall be removed and considered as a separate item.
 - (a) File 27-95-9. [Federal Grant - Airports] Resolution authorizing Airports Commission to file application, and accept and expend grant of \$21,197,431 from Federal Aviation Administration for assistance in improvements at the Airport (Airport Improvement Program No. 10). (Airports)
 - (b) File 133-95-6. [Grant, Federal Funds] Resolution authorizing the Chief Administrative Officer to apply for \$2,975,220 from the Transportation Fund for Clean Air in the Bay Area for programs and projects to reduce air pollution from motor vehicles; waiving indirect costs. (Supervisor Hallinan)
- ACTION: a. File 27-95-9. Hearing held. Amended by placing \$21,197,431 on reserve. Recommended as amended. New title: "Authorizing Airports Commission to file application, and accept and expend grant of \$21,197,431 from Federal Aviation Administration for assistance in improvements at the Airport (Airport Improvement Program No. 10); placing \$21,197,431 on reserve."
- b. File 133-95-6. Recommended.

REGULAR CALENDAR

2. File 245-95-1. [Charter Amendment-Election of Supervisors] Charter amendment (Skeletal) providing for a system of electing members of the Board of Supervisors. (Supervisor Hallinan)

(Consideration continued from 6/13/95)

ACTION: Hearing held. Consideration continued to the Call of the Chair.

3. File 176-95-13. [Closing of Mission Rock Resort] Hearing to consider the imminent closure of the Mission Rock Resort. (Supervisors Hallinan, Bierman)

ACTION: Hearing held. Consideration continued to the Call of the Chair.

4. File 97-95-15. [Membership Criteria for Retirement System] Ordinance amending Administrative Code Section 16.42 and deleting Section 16.43 regarding Membership Criteria for Retirement System. (Department of Human Resources)

ACTION: Consideration continued to July 11, 1995, meeting.

5. File 12-95-39. [Supporting Position on Senate Bill 877] Resolution supporting Senate Bill 877, a bill authorizing the Bay Area electorate to impose up to 10 cent per gallon tax on motor fuel sold in Bay Area counties. (Public Transportation Commission)

ACTION: Hearing held. Recommended.

6. File 27-95-8. [Lease Modification, American Air Lines] Ordinance approving Modification No. 6 of Lease and Use Agreement between American Airlines, Inc. and City and County of San Francisco, acting by and through its Airports Commission. (Airports Commission)

ACTION: Hearing held. Amended on line 4, after "approving," and on line 12, after "approves," by adding "retroactively." Recommended as amended. New title: "Approving, retroactively, Modification No. 6 of Lease and Use Agreement between American Airlines, Inc. and City and County of San Francisco, acting by and through its Airports Commission."

7. File 94-95-1. [Disaster Relief Funds] Resolution authorizing the General Manager of the Public Utilities Commission and other designated Public Utilities Commission officials to execute and file, on behalf of the City and County of San Francisco, Public Utilities Commission, an application for Federal and State financial assistance under the Robert T. Stafford Federal Disaster Relief and Emergency Assistance Act for funds as a result of the 1995 late winter storms. (Public Utilities Commission)

ACTION: Hearing held. Recommended.

8. File 172-95-22. [Mutual Aid Agreement, Water Agencies] Resolution authorizing the General Manager of the Public Utilities Commission to execute an updated Mutual Aid Agreement with other water agencies in the State Office of Emergency Services Region 2. (Public Utilities Commission)

ACTION: Hearing held. Recommended.

9. File 172-95-24. [Joint Powers Agreement-Special Districts] Resolution authorizing the Mayor to execute a joint exercise of powers agreement for sewer services between the City and County of San Francisco, the City of Brisbane, and the Guadalupe Valley Municipal Improvement District. (Department of Public Works)

ACTION: Hearing held. Recommended.

10. File 172-95-25. [Joint Powers Agreement-Special Districts] Resolution authorizing the Mayor to execute a joint exercise of powers agreement for sewer services between the City and County of San Francisco and the North San Mateo County Sanitation District. (Department of Public Works)

ACTION: Hearing held. Recommended.

11. File 172-95-26. [Contract, Paramedic/Ambulance Billing Services] Resolution approving the contract between the City and County of San Francisco, Department of Public Health, and Allied Information and Services Corporation (Allied), to provide Paramedic and Ambulance Billing and Collection Services. (Department of Public Health)

ACTION: Hearing held. Recommended.

12. File 25-95-4. [Prop J Contract, Janitorial Services] Resolution concurring with the Controller's certification that janitorial services for 25 Van Ness Avenue can be practically performed by private contractor for lower cost than similar work services performed by City and County employees. (Real Estate Department)

ACTION: Hearing held. Consideration continued to July 11, 1995, meeting.

13. File 25-95-5. [Prop J Contract, Security Services, 25 Van Ness] Resolution concurring with the Controller's certification that security services for 25 Van Ness Avenue can be practically performed by private contractor for lower cost than similar work services performed by City and County employees. (Real Estate Department)

ACTION: Hearing held. Consideration continued to July 11, 1995, meeting.

14. File 25-95-8. [Prop J Contract, Security Guard Services] Resolution concurring with the Controller's certification that armed security guard services can be practically performed for the District Attorney, Family Support Bureau, by a private contractor for a lower cost than similar services performed by City and County employees. (District Attorney)

ACTION: Hearing held. Consideration continued to July 11, 1995, meeting.

15. File 25-95-10. [Prop J Contract, Security Services] Resolution concurring with the Controller's certification that security services can be practically performed at the Department of Social Services by private contractor for lower cost than similar work performed by City and County employees. (Department of Social Services)

ACTION: Hearing held. Consideration continued to July 11, 1995, meeting.

16. File 25-95-12. [Prop J Contract, Janitorial Services, 1660 Mission] Resolution concurring with the Controller's certification that Janitorial Services for 1660 Mission Street can be practically performed by private contractor for lower cost than similar work services performed by City and County employees. (Real Estate Department)

ACTION: Hearing held. Consideration continued to July 11, 1995, meeting.

17. File 25-95-13. [Prop J Contract, Security Services, 1660 Mission] Resolution concurring with the Controller's certification that Security Services for 1660 Mission Street can be practically performed by private contractor for lower cost than similar work services performed by City and County employees. (Real Estate Department)

ACTION: Hearing held. Consideration continued to July 11, 1995, meeting.

18. File 25-95-14. [Prop J Contract, Security Services] Resolution concurring with the Controller's certification that the weekend and holiday security guard services can be practically performed for the Department of Public Health, SFGH, Substance Abuse Services, by private contractor for a lower cost than similar work services performed by City and County employees. (Department of Public Health)

ACTION: Hearing held. Consideration continued to July 11, 1995, meeting.

SPECIAL ORDER - 3:00 P.M.

19. File 12-95-37. [Proposition 184, "Three Strikes and You're Out"] Hearing to consider Proposition 184, "Three Strikes and You're Out." (Supervisor Hallinan)

ACTION: Hearing held. Filed.

20. File 12-95-37.1. [Proposition 184, "Three Strikes"] Resolution urging the San Francisco District Attorney to exercise his prosecutorial discretion under California Penal Code Sections 1170.12 and 1385 to move or dismiss or strike the pleading of prior felony convictions in cases where a "Strike" is not a violent felony. (Supervisor Hallinan)

ACTION: Hearing held. Amended on page 2 by adding the following: "WHEREAS, African-American women are only 8% of the adult female population in San Francisco, but comprise 57% of the women in San Francisco County jails;". Recommended as amended. (Supervisor Teng added as co-sponsor.)

LITIGATION

The Government Efficiency and Labor Committee of the Board of Supervisors may meet in closed session under the provisions of Government Code Section 54956.9(a) to discuss proposed settlements of the lawsuits listed below, these lawsuits involving the City and County of San Francisco. This motion would be made on the basis that discussion in open session of these proposed settlements would prejudice the position of the City in these lawsuits.

21. File 45-95-21. [Settlement of Litigation, Morgan/Pearsall] Ordinance authorizing settlement of litigation of Dianne Morgan and Jerry Pearsall against the City and County of San Francisco by payment of \$10,000. (Superior Court No. 956-583). (City Attorney)

ACTION: Recommended.

22. File 45-95-22. [Bush-Polk Garage Lawsuit Settlement] Ordinance approving the settlement of Insurance Company of North America v. City and County of San Francisco, regarding the construction of the Bush-Polk Garage. (USDC Northern District of California, Case No. C94-03845). (Department of Parking and Traffic)

ACTION: Recommended.

23. File 45-95-23. [Bayshore Sanitary District v. CCSF] Ordinance authorizing the Mayor and the City Attorney to execute a Joint Exercise of Powers Agreement for sewer services between the City and County of San Francisco and the Bayshore Sanitary District in settlement of litigation and to dismiss all litigation claims with respect thereto. (Santa Clara Superior Court No. CV 740514) (City Attorney)

ACTION: Recommended.

The Government Efficiency and Labor Committee of the Board of Supervisors may find that it is in the best interests of the City not to disclose any information revealed in its closed session deliberations in the proposed settlements listed above at this time and may move not to disclose any information at this time.

**BOARD OF SUPERVISORS****BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

July 7, 1995

DOCUMENTS DEPT.

JUL 11 1995

SAN FRANCISCO
PUBLIC LIBRARY**TO:** *///* Government Efficiency and Labor Committee**FROM:** *///* Budget Analyst *Recommendation***SUBJECT:** July 11, 1995 Government Efficiency and Labor Committee MeetingItem 1a - File 94-91-5.3**Department:** Public Transportation Commission (PTC)**Item:** Request for release of reserved funds, Public Transportation Commission, Federal Surface Transportation funds, in the amount of \$490,000 for the Municipal Railway Eureka Portal Rehabilitation Project.**Amount:** \$490,000

Source of Funds:	Federal Urban Mass Transit Administration (UMTA) funds	\$392,000
	Local Match*	98,000
	TOTAL	\$490,000

*Local Match resources include: Metropolitan Transportation Commission Bridge Toll Revenues, State Transit Assistance funds, San Francisco Municipal Railway Improvement Corporation funds, and/or County Transportation Sales Tax proceeds.

Project: Municipal Railway Eureka Portal Rehabilitation Project**Description:** The requested release of \$490,000 from reserve is for the PTC to repair the retaining walls along MUNI's Eureka Portal line. Located near the intersection of Market and Castro, the Eureka Portal serves as an emergency exit for

MUNI streetcars out of the Twin Peaks Tunnel. Several of the timber ties which form the wall along the Eureka Portal need to be replaced and the wall needs to be grouted at select locations.

In August of 1991, the Board of Supervisors approved a resolution (File 94-91-5) authorizing the PTC's predecessor department, the Public Utilities Commission, to apply for, accept, and expend Federal Urban Mass Transit Administration (UMTA) funds in the amount of \$1,489,000, plus, \$262,800 in required State and/or local matching funds, for a total of \$1,751,800, for the design and rehabilitation of MUNI fixed facilities. The entire \$1,751,800 was placed on reserve, pending the identification of contractors, a determination of their MBE/WBE/LBE status, and finalization of contract cost details. Currently, half of the \$1,751,800, or \$875,900, remains on reserve. The PTC is now requesting that \$490,000 be released from reserve to rehabilitate MUNI's Eureka Portal.

The PTC conducted an Invitation for Bid (IFB) process for the Eureka Portal Rehabilitation Project and received six bids. The PTC has selected the lowest bidder, Miller/Thompson Constructors, Inc., of San Francisco, in an amount of \$215,640. Miller/Thompson Constructors, Inc., a WBE firm, has reported that it will subcontract for services in an amount of \$68,000 to A&R Construction of San Francisco. A&R Construction is a MBE firm.

In addition to the base bid, the PTC also requested that contractors bid on an "Additive Alternate" construction option. This option involves the installation of steel plates over the existing wall in the event additional strengthening is needed. The PTC will determine whether to exercise this option during the construction phase of the project. The six contractors who responded to the IFB, along with their respective bid amounts, are as follows:

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<u>Bidder Name</u>	<u>Base Bid</u>	<u>Additive Alternate</u>
Miller/Thompson Construction	\$215,640**	\$40,000
Stacy and Witbeck/ Ramirez, a Joint Venture	\$227,777	\$38,100
Johnson Western Gunit Company	\$251,825	\$50,000
A. Ruiz Construction	\$255,583	\$53,100
Shimmick Construction Company/Nationwide Constructions Company, a Joint Venture	\$279,400	\$29,000
San Luis Construction	\$305,000	\$20,000

**Miller/Thompson Constructors, Inc., revised its original bid of \$225,825 to \$215,640, a reduction of \$10,185, after an error in its bid was found. According to Gail Bloom of the PTC, this revised bid adheres to the PTC's contract bid guidelines.

The total cost of \$490,000 for the Eureka Portal Rehabilitation Project includes (1) \$255,640 for the construction contractor (\$215,640 base bid + \$40,000 Additive Alternate), (2) \$162,000 for project management, engineering services, and construction services, all performed in-house by MUNI staff, and (3) \$72,360 in contingency funds.

Comment:

Ms. Bloom advises that a contingency fund of \$72,360, which represents 28.3 percent of construction costs, is necessary due to the nature and location of the Eureka Portal Rehabilitation Project. Added safety precautions may be necessary to prevent damage to property immediately adjacent to the project site, which could result in increased expenditures, according to Ms. Bloom.

Recommendation: Release the reserved funds in the amount of \$490,000.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
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Items 1b and 1d - File 94-92-7.4 and 94-93-3.2

Department: Public Transportation Commission (PTC)

Items: Item 1b, File 94-92-7.4 - Request for release of reserved funds, Public Transportation Commission, Federal Section 9 Funds, in the amount of \$386,250, for the MUNI Metro Accessibility Improvements project.

Item 1d, File 94-93-3.2 - Request for release of reserved funds, Public Transportation Commission, Federal Section 9 Funds, in the amount of \$240,000 for the MUNI Metro Accessibility Improvements project.

Amount:	File 94-92-7.4	\$386,250
	File 94-93-3.2	<u>240,000</u>
	TOTAL	\$626,250

Source of Funds: Federal Section 9 Capital Assistance

Project: The tactile edging phase of the MUNI Metro Accessibility Improvements project.

Description: The two proposals request the release of a total of \$626,250 from reserve for the PTC to install tactile edging material along the boarding edge of existing elevated MUNI platforms. The edging material is primarily to alert visually impaired persons of the drop-off along the platforms' boarding edge and is required under the Americans with Disabilities Act (ADA). It will be installed at all of the MUNI underground stations and at eight other handicap designated stops on the MUNI lines.

File 94-92-7.4

On September 8, 1992 the Board of Supervisors approved a resolution (File 94-92-7) authorizing the PTC's predecessor department, the Public Utilities Commission (PUC), to apply for, accept, and expend \$60,479,272 for Municipal Railway (MUNI) operating expenses and capital projects. Of that total, \$515,000 was earmarked for MUNI Metro Accessibility Improvements, which provides for the development and installation of safety and security improvements to aid physically challenged MUNI riders. The Board of Supervisors placed \$386,250 of the \$515,000 on reserve pending identification of contractors, a determination of their MBE/WBE/LBE status, and finalization of contract

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BUDGET ANALYST

cost details. The PTC is now requesting that the total \$386,250 be released from reserve for the tactile edging phase of the MUNI program.

File 94-93-3.2

On April 11, 1994 the Board of Supervisors approved a resolution (File 94-93-3) authorizing the PUC to apply for, accept, and expend \$26,748,583 for Municipal Railway (MUNI) operating expenses and capital projects. Of that total, \$1,250,000 was earmarked for MUNI Metro Accessibility Improvements, as described above. The Board of Supervisors placed \$1,000,000 of the \$1,250,000 on reserve pending identification of contractors, a determination of their MBE/WBE/LBE status, and finalization of contract cost details. The PTC is now requesting that \$240,000 be released from reserve for the tactile edging phase of the MUNI program.

After conducting an Invitation For Bid (IFB) process, the PTC has selected the San Luiz Gonzaga Construction, Inc. of San Francisco as the contractor for the tactile edging project. San Luiz Gonzaga Construction, Inc., a certified MBE firm, provided the lowest bid for the project at \$700,000. The only other bid was for \$765,404 provided by Angotti & Reilly, Inc, of San Francisco.

Mr. Larry Fitzgerald of the PTC advises that the total costs for the tactile edging project is \$840,000. This amount includes \$140,000 for design and project management, to be performed in-house by MUNI staff, and \$700,000 for the construction work by the contractor, San Luiz Gonzaga Construction, Inc..

The difference between the PTC's \$626,250 requested release from reserve and the total project cost of \$840,000 is \$213,750. Mr. Jerry Levine of the PTC advises that the \$213,750 balance would be paid for by a previously approved release of Section 9 Federal Capital Assistance Funds.

Recommendation: Release the \$626,250 as requested.

Item 1c - File 148-92-4.5

Department: Department of Public Works (DPW)

Item: Release of reserved funds for the pavement renovation of various streets, as part of the Pavement Renovation No. 1 Project.

Amount: \$741,793

Description: In July of 1992, the Board of Supervisors approved legislation authorizing the DPW to accept and expend Federal Surface Transportation Program grant funds in the amount of \$7,257,000 for pavement renovation of various streets (File 148-92-4). The entire grant amount of \$7,257,000 was placed on reserve pending the selection of contractors, the MBE/WBE status of the contractors, and finalized contract cost details. Of the \$7,257,000 placed on reserve by the Board of Supervisors, \$2,974,667 has previously been released, leaving a remaining balance of \$4,282,333 on reserve. The DPW is now requesting that \$741,793 of the \$4,282,333 be released from this reserve to pay for pavement renovations. The DPW refers to the proposed pavement renovations as the Pavement Renovation No. 1 Project.

The purpose of the Pavement Renovation No. 1 Project is to conduct pavement renovations of various streets in San Francisco. The amount of \$741,793 to fund the project would be expended for the renovation, repaving, curb reconstruction, and curb ramp installation on the following streets: (1) New Montgomery Street between Market Street and Howard Street, (2) Sixth Street between Harrison Street and Bryant Street, (3) Eighth Street at the corner of Brannan Street (4) Thirteenth Street between Folsom Street and Harrison Street, and (5) Brannan Street between Sixth Street and Eighth Street. The proposed funds would also be used to remove unused railroad tracks on Brannan Street.

DPW, through an Invitation for Bid process, received four bids for the Pavement Renovation No. 1 Project. Of these four bids received, DPW awarded the contract to Esquivel Grading & Paving, as the lowest bidder, in an amount of \$725,895, to conduct the pavement renovations for the five street areas listed above. The Attachment provided by DPW shows the bidding firms, and the bid amounts. DPW reports that Esquivel Grading & Paving is an MBE/LBE firm.

Mr. Joe Ovadia of DPW advises that pursuant to Federal Guidelines, and to goals established by the Human Rights Commission, 30 percent of the project work must be subcontracted to Disadvantaged Business Enterprises (DBEs). As such, Esquivel Grading & Paving intends to subcontract 30 percent of the project work to (1) Krystal Trucking (\$77,000), (2) ABSL Grinding (\$58,580), and (3) R&W Concrete (\$82,300), for a total amount of \$217,880, or 30 percent of the total project cost. Mr. Ovadia advises that each of these three subcontractor firms are DBE firms.

Mr. Ovadia reports that the budget details for the Pavement Renovation No. 1 Project are as follows:

	Federal Grant Fund Portion (Subject of <u>this Request</u>)	Sales Tax <u>Revenues</u>	Total <u>Amount</u>
Contract Cost	\$642,635	\$83,260	\$725,895
Contingency (10% of Contract Cost)	64,263	8,327	72,590
DPW Construction Management Services	34,895	51,905	86,800
Work Order-Dept. of Parking and Traffic	<u>0</u>	<u>*25,000</u>	<u>*25,000</u>
Total Project Budget	\$741,793	\$168,492	\$910,285

*The DPW will workorder \$25,000 to the Department of Parking and Traffic for re-stripping crosswalks and streets after construction, and for inspection connected with the rerouting of traffic around the construction site.

Comment: Mr. Ovadia advises that the total amount of \$168,492 of Sales Tax revenues to be used for this project has already been received through DPW's FY 1994-95 application to the San Francisco County Transportation Authority. Mr. Ovadia advises that DPW receives approximately \$10 million annually of Sales Tax revenues from the San Francisco County Transportation Authority.

Recommendation: Approve the proposed release of reserved funds.

TABULATION OF BIDS

Attachment

ATION NO.: 6691E

Various Locations
Pavement Renovation No. 1, STP-7

EIVED: April 5, 1995

Esquivel Grading & Paving
G. Bortolotto/Ricardo Ramirez Construction, JV
Ghilotti Bros. Construction
Interstate Grading & Paving

MBE/LBE
MBE/LBE/JV 10%
N/A
WBE

Base Bid
725,895
746,673
759,709
787,879

Average Bid: 755,039
Engineer's Estimate 811,645
% of Engineer's Estimate: 93%

AT LOW BIDDER: Esquivel Grading & Paving
1210 Armstrong Ave.
San Francisco, CA 94124

Tel. (415) 822-5400

TRACTORS:

Krystal Trucking
ABSL Grinding
R&W Concrete

Trucking
Grinding
Concrete

77,000
58,580
82,300

Item 1e - File 148-94-2.3

Department: Department of Public Works (DPW)

Item: Requesting release of reserved funds in the amount of \$585,170 for contractual services for roadway work on City Streets, in accordance with the State-Local Transportation Partnership Program, Fifth Cycle.

Amount: \$585,170

Source of Funds: California Department of Transportation

Description: The Board of Supervisors previously authorized DPW to apply for, accept and expend \$1,267,425 granted under the State-Local Transportation Partnership Program. The State-Local Transportation Partnership Program is a ten-year program created to fund transportation improvements throughout the State. Of the \$1,267,425 in funds previously granted, the Board of Supervisors placed \$739,979 on reserve pending the selection of contractors, contract cost details, and the MBE/WBE status of the contractors (File 148-94-2.2).

The DPW is now requesting that \$585,170 of the \$739,979 that was placed on reserve be released to fund contractual services for the fifth year of the State-Local Transportation Partnership Program's ten-year term. The DPW advises that through its departmental bid process it has selected the lowest responsible bidder for each of four projects.

Budget: The following table displays project descriptions, project costs, and sources of funding for the four projects.

Memo to Government Efficiency and Labor Committee
 July 11, 1995 Government Efficiency and Labor Committee Meeting

Project	<u>Sources of Funding</u>			
	Contract Amount	Other Funds	Sales Tax	State Grant (Subject of this Request)
<u>Various Locations - Concrete Street Reconstruction</u>	948,888	\$0	\$765,278	\$183,610
This project would include street reconstruction at the following locations:				
<ul style="list-style-type: none"> • Grandview Ave. (Hoffman to Clipper) • Warren Dr. (Devonshire to Locksley Ave.) • Noe St. (21st St. to Liberty) • Castro St. (24th St. to Elizabeth) • Moraga (16th to 17th Aves.) 				
<u>Various Locations - Concrete Street Reconstruction</u>	977,055	162,740*	656,745	157,570
This project would include street reconstruction at the following locations:				
<ul style="list-style-type: none"> • Mountain Spring (Twin Peaks to Glenbrook) • 21st St. (Church to Sanchez) • St. German Ave. (Start: East to Glenbrook) • Hill St. (Church to Sanchez) • 22nd St. (Church to Vicksburg) • Ord Ct. (Stairway to End) 				
<u>Haight-Ashbury District Pavement Renovation</u>	702,343	0	566,440	135,903
This project provides for resurfacing of streets at the following locations:				
<ul style="list-style-type: none"> • 15th St. (Potrero to Utah) • 17th St. (Stanyan to Cole, Belvedere to Clayton) • 18th St. (Folsom to Treat, Hampshire to Potrero) • 19th St. (Douglass to Eureka) • Ashbury (Clifford to Downey) • Belgrave (End to End) • Belvedere (Parnassus to Grattan, 17th to Carmel) • Broderick (Oak to Fell, Waller to Haight) • Central (Fell to Hayes) • Clayton (Haight to Page) • Cole (17th to Carmel) • Corbett (Clayton to Mars, Ord to Hattie) • Del Mar (Piedmont to Frederick) • Diamond (Market to 18th) • Divisadero (14th to Duboce) • Eagle (Mono to Yukon) • Eureka (17th to Market) • Frederick (Clayton to Del Mar) • Grattan (Shrader to Stanyan) • Graystone (Twin Peaks to Villa Terrace) 				

* This contract also includes sewer work which will be paid for out of Sewer Service Charge revenue funds. The DPW advises that the subject State grant funds may not be used to pay for sewer work.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
 July 11, 1995 Government Efficiency and Labor Committee Meeting

Project	Sources of Funding			
	Contract Amount	Other Funds	Sales Tax	State Grant (Subject of this Request)
<ul style="list-style-type: none"> Landers (15th to 16th) Olympia Way (Dellbrook to Panorama Dr.) Ord (17th to 18th) Park Hill (Roosevelt to Buena Vista) Shrader (17th to Carmel) Stanyan (Belgrave to 17th) States (Levant to Castro) Treat (15th to Florida) Utah (15th to Alameda) 				

Richmond District Pavement Renovation

\$795,195 \$236,605* \$450,503 \$108,087

This project provides for resurfacing of streets at the following locations:

- 10th Ave. (Lake to California, Fulton to Cabrillo)
- 18th Ave. (Clement to California)
- 19th Ave. (Geary to Clement)
- 21st Ave. (Geary to Clement)
- 25th Ave. (Fulton to Cabrillo)
- 26th Ave. (Fulton to Cabrillo)
- 30th Ave. (Anza to Geary)
- 47th Ave. (Geary to Fulton)
- California (End: W to 32nd)
- Stanyan (Fulton to McAllister)
- Willard North (Turk to Edward)

TOTAL \$3,423,481 \$399,345 \$2,438,966 \$585,170

Comments:

1. The contractors, subcontractors, total project amounts, and MBE/WBE participation for each of the four street improvement projects are as follows:

* This contract also includes sewer work which will be paid for out of Sewer Service Charge revenue funds. The DPW advises that the subject State grant funds may not be used to pay for sewer work.

**Project #1: Various Locations -
Concrete Street Reconstructions, No. 6**

**Total
Project Cost**
\$948,888

Prime Contractor:

Marinship Construction Services, Inc./Ghilotti

Brothers Construction, A Joint Venture

Marinship (MBE) - 40.8%

Ghilotti Brothers - 39.0%

Subcontractors:

Vickers (MBE) - 1.6%

P&K Trucking (MBE) - 5.8%

Mendellian Construction (MBE) - 7.1%

Double B&L/Rogers Trucking (MBE) - 5.7%

Total MBE participation - 61.0%

**Project #2: Various Locations -
Concrete Street Reconstructions, No. 7**

**Total
Project Cost**
\$977,055

Prime Contractor:

Interstate/MHA, A Joint Venture

Interstate - 22.4%

MHA (MBE) - 23.3%

Subcontractors:

Darcy & Harty - 15.6%

B&F Concrete (MBE) - 34.4%

S&S Trucking (MBE) - 4.3%

Total MBE participation - 62.0%

**Project #3: Haight-Ashbury
District Pavement Renovation**

**Total
Project Cost**
\$702,343

Prime Contractor:

G. Bortolloto Company/Richardo D. Ramirez
Corporation, A Joint Venture

G. Bortolloto - 27.6%

Ramirez (MBE) - 25.5%

Subcontractors:

S.F. Grinding - 26.0%

S&S Trucking (MBE) - 19.5%

Peak Engineering (MBE) - 1.4%

Total MBE participation - 46.4%

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BUDGET ANALYST

**Project #4: Richmond District
Pavement Renovation**

**Total
Project Cost
\$795,195**

Prime Contractor:

Esquivel Grading & Paving, Inc. (MBE) - 79.9%

Subcontractors:

Ruiz (MBE) - 5.8%

S&S Trucking (MBE) - 13.8%

P&K Trucking (MBE) - 0.5%

Total MBE participation - 100%

2. Because DPW overestimated the costs of the foregoing street improvement projects, only \$585,170 of the \$739,979 in State grant funds previously placed on reserve is actually needed. The State will reimburse DPW the actual \$585,170 cost of the street improvement projects. According to Mr. Joe Ovadia of the Bureau of Engineering, DPW is entitled to receive only \$585,170 in State grant funds and may not use the remaining \$154,809 (\$739,979 less \$585,170) still on reserve for other projects.

3. Local matching funds consist of San Francisco Transportation Authority Sales Tax revenues. The San Francisco Transportation Authority will reimburse DPW \$2,438,966 in Sales Tax revenues for these street improvement projects.

Recommendation: Approve the proposed release of \$585,170.

Item 1f - File 38-95-4

- Department:** Recreation and Parks Department
- Item:** Resolution accepting a cash gift of \$50,000 for use by the Recreation and Parks Department.
- Description:** The proposed resolution would accept, on behalf of the City, a cash gift of \$50,000 from the Catherine Takamine Trust for use by the Strybing Arboretum and Botanical Gardens. The proposed \$50,000 cash gift would be placed in a special account and invested by the City Treasurer, with the income to be used for the maintenance and improvement of the Takamine Garden. It is the second and final distribution of funds for the Garden from the Catherine Takamine Trust. The first distribution of \$150,000 was donated to the City in April, 1995.
- Ms. Catherine Takamine left funds in her will for the Takamine Garden, a Japanese-style garden in Strybing Arboretum. The Takamine Garden was created in the early 1970s with funds given by the Ikebana Society International.
- Comments:** According to Mr. Walden Valen of the Strybing Arboretum and Botanical Gardens, the proposed gift is to be used only for the maintenance and improvement of the Takamine Garden, and no additional costs are anticipated to accrue to the Recreation and Park Department as a result of the acceptance of this gift.
- Recommendation:** Approve the proposed resolution.



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July 11, 1995 Government Efficiency and Labor Committee Meeting

Item 1g - File 89-95-3

Departments: Department of Human Resources
 Department of Public Works
 Water Department

Item: Resolution authorizing enrollment of Classification 3426 Urban Forester in the State Disability and Insurance Program.

Description: The proposed resolution would authorize enrollment of Classification 3426 Urban Forester, in the State Disability and Insurance Program (SDI). The cost of the SDI coverage would be paid by the employee through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1 percent of the first \$31,767 of gross salary for each employee, with a maximum of \$317.67 annually. While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification request coverage.

The following classification, which is not represented by a bargaining unit, would be authorized to enroll in the SDI program under the proposed resolution:

<u>Position</u>	<u>Classification</u>	<u>Number of Employees</u>
3426	Urban Forester	3

Two of the three above-noted employees work for the Water Department and the other works for the Department of Public Works.

The Employee Relations Division of the Human Resources Department reports that it has received a petition requesting SDI coverage signed by all three employees in the 3426 Urban Forester classification.

Memo to Government Efficiency and Labor Committee
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Recommendation: Approve the proposed resolution.

Memo to Government Efficiency and Labor Committee
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Item 1h - File 138-95-3

Department: District Attorney

Item: Resolution authorizing the District Attorney to apply for, accept and expend continuation grant funds in the amount of \$56,989, available through the State Office of Criminal Justice Planning (OCJP), and waiving indirect costs due to funding restraints.

Grant Amount: \$56,989

Grant Period: July 1, 1995 through June 30, 1996

Source of Funds: State Office of Criminal Justice Planning

Project: Special Emphasis Victim Witness Assistance Program

Description: The Department advises that it has been informed by the Official of Criminal Justice Planning (OCJP) that the actual amount of the grant will be \$67,988, an increase of \$10,999 over \$56,989.

The proposed grant funds would be used by the District Attorney's Office to provide direct outreach to special emphasis crime victims. Special emphasis victims are defined as underserved minority persons who have been victimized by a specific violent criminal act. The District Attorney proposes to continue to target families of homicide victims in the African American communities of Bayview Hunters Point and Ingleside Districts. Specific services to be provided include counseling, criminal justice system advocacy and other supportive services.

Budget: Based upon the revised grant amount of \$67,988, the District Attorney reports that the total project amount is \$84,985, of which \$67,988 (80 percent) is grant funds and \$16,997 (20 percent) is required in-kind match.

Personnel

Project Advocate (1.00 FTE)	\$37,480	
Volunteer Coordinator (0.50 FTE)	17,095	
Fringe Benefits	<u>11,834</u>	
Subtotal		\$66,409

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Operating Expenses

Telephone	\$384	
Audit	680	
Training	449	
Travel	<u>66</u>	
Subtotal		1,579

In-Kind Match

(Volunteer Hours and Office Space) 16,997

Total \$84,985

Required Match: \$16,997 of in-kind match

Indirect Costs: None. OCJP guidelines do not permit these grant funds to be used to pay for indirect costs.

Comments: 1. The Department has prepared an Amendment of the Whole to the proposed legislation to (1) reflect the actual grant amount of \$67,988 and (2) to authorize the Department to apply for the proposed grant funds retroactively. This Amendment of the Whole will be introduced at the Government Efficiency and Labor Committee meeting on July 11, 1995.

2. Attached is a Summary of Grant Request, as prepared by the District Attorney, for the proposed grant funds.

3. The District Attorney has prepared a Disability Access Checklist for the proposed grant project, which is on file with the Clerk of the Board's Office.

Recommendation: Approve the proposed resolution as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

File No. 138-95-003

Summary of Grant Request

Rev. 4/10/90

Factor Office of Criminal Justice Planning
 Contact Person Victim Witness Bureau
 Address 1130 K Street - Suite 300
 Sacramento, CA 95814
 Amount Requested \$ 56,989
 Term: From 7/1/95 To 6/30/96

Division District Attorney
 Section Victim Witness Assistance
 Contact Person Veronica C. Zecchini
 Telephone (415) 553-9046
 Application Deadline 4/27/95
 Notification Expected 5/27/95

Board of Supervisors: Finance Committee

Full Board

Item Description: Request to (apply for) (accept and expend) a new (continuation) (enhancement) (supplemental) grant in the amount of \$ 56,989 from the period of 7/1/95 to 6/30/96 to provide comprehensive special emphasis victim services.

Summary: (Concise history, brief description, number & groups served, services and providers)

Special Emphasis Victim Witness Assistance Program is a continuing project designed to provide crisis response and comprehensive services to 100 new special emphasis victims. 300 continuing contacts with secondary victims with focus on survivors of homicide victims in African American communities in San Francisco. Project is administered under auspices of Victim Witness Assistance Center established in 1977.

I. Outcomes/Objectives:

To provide crisis response and comprehensive services to 100 new special emphasis victims (survivors of homicide victims) in SF's African American communities.
 To provide 300 continuing contacts with secondary victims.

II. Effects of Reduction or Termination of These Funds:

Termination of grant would lose victim advocacy personnel to provide crisis response comprehensive service to special emphasis victims, specifically survivors of homicide victims in SF's African American communities of Bayview/Hunter's Point and Ingleside.

III. Financial Information:

	Col. A Two Yrs Ago	Col. B Past Year	Col. C Proposed	Col. D Change	Req. Match Cash/In-Kind	Approved by
Grant Amount	60,000	56,989	67,988	10,999	0 16,997	
Personnel	71,114	67,533	66,409	(1,124)	0 10,997	
Equipment	0	0	0	0	0 0	
Contract Svc.	0	0	0	0	0 0	
Mat. & Suppl.	1,675	934	384	(550)	0 0	
Facil./Space	1,611	1,646	0	(1,646)	0 6,000	
Travel/Audit/Travel	600	1,123	1,195	72	0 0	
Direct Costs	Not Allowed	Not Allowed	Not Allowed	0	0 0	
TOTAL	75,000	71,236	67,988	(3,248)	0 16,997	

IV. Data Processing

	0	0	0	0	0
(none included above)					

V. Personnel

	1	1	1	0	0
F/T CSC					
P/T CSC	1	1	1	0	0
Contractual	0	0	0	0	0

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
 Donation by Friends of Victim Witness Assistance Program, Inc.

Will grant funded employees be retained after this grant terminates? If so, How?

Employees will be retained if other grant funds are available and applicable to employee's job classifications.

*VIII. Contractual Services: Open Bid _____ Sole Source _____ (if not used in Request for Proposals Form)

Memo to Government Efficiency and Labor Committee
July 11, 1995 Government Efficiency and Labor Committee Meeting

Item 1i - File 143-95-1

Department: Police Department

Item: Resolution authorizing the Chief of Police to apply for retroactively, accept and expend funds in the amount of \$148,997, which includes indirect costs of \$7,450, for continuation funding for the Anti-Drug Abuse Enforcement Program.

Grant Amount: \$148,997

Grant Period: July 1, 1995 to June 30, 1996

Source of Funds: State Office of Criminal Justice Planning (OCJP)

Project: Anti-Drug Abuse Enforcement Program

Description: The proposed grant would provide for third-year State grant funding of the Anti-Drug Abuse Enforcement Program. This program would be used by the Narcotics Unit of the Police Department. The program is designed to disrupt drug dealers' activities and enable Police Officers to develop criminal cases for prosecution. Police Officers would use information from the community to identify and work in areas with a high volume of narcotic trafficking. Police Officers selected for the program would work on an overtime basis, in addition to their regular shifts.

Budget: Personnel

8260 Criminalist (1.0 FTE)	\$46,000	
Q50 Sergeant (.41 FTE)	24,610	
Fringe Benefits for Criminalist*	<u>3,750</u>	
Subtotal Personnel		\$74,360

Overtime

1,644 hrs. @ \$38 per/hr.	62,472
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Operating Expenses

Audit Cost**	1,500
Confidential Informant	
Materials	2,440
Travel	<u>775</u>

Subtotal Operating Expenses	4,715
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BOARD OF SUPERVISORS
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<u>Indirect Costs</u> (5 % of total grant award)	<u>\$7,450</u>
Total Project Cost	\$148,997

* The fringe benefits for the Q50 Sergeant are included in the Department's FY 1995-96 budget.

** OCJP grant-funded projects are required to secure a financial audit in accordance with the Government Auditing Standards and are allowed to budget audit costs.

Required Match: No

Indirect Costs: \$7,450 based on 5 percent of the total grant award.

Comments:

1. The Summary of Grant Request, as prepared by the Police Department, is attached.
2. The Police Department has completed a Disability Access Checklist, which is on file with the Clerk of the Board's Office.
3. The Police Department advises that the grant application has already been submitted. As such, the proposed legislation provides authorization for the Police Department to apply for the proposed grant funds retroactively.

Recommendation: Approve the proposed resolution.

or OFFICE OF CRIMINAL JUSTICE PLANNING Division SAN FRANCISCO POLICE DEPT
 ct Person CAROL GERBER Section NARCOTICS BUREAU
 1130 K ST., SUITE 300
 SACRAMENTO, CA. 95814 Contact Person JOHN HALLISY
 Telephone 415 715 4905
 nt Requested \$ 148,997 Application Deadline 5/15/95
 From 7/1/95 To 6/30/96 Notification Expected _____
 1 Commission _____ Board of Supervisors: Finance Committee _____
 Full Board _____

m Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a)
 appropriate words) grant in the amount of \$ 148,997 from the period of 7/1/95 to 6/30/96
 to provide SPECIAL ENFORCEMENT OPERATIONS services.

Summary: (Context/history; need addressed; number + groups served; services and providers)
GET STREET DEALERS. FOCUS ON BUY/BUSTS AND HAVING CONFIDENTIAL INFORMANTS
CHASE NARCOTICS FROM RESIDENCES. SEARCH WARRANTS WILL THEN BE SERVED ON
SE PREMISES.

Outcomes/Objectives:
ACT WILL BE TO ARREST STREET DEALERS AND ASSIST EACH NEIGHBORHOOD IN
ING TO DISRUPT THE NARCOTICS ACTIVITY IN THEIR AREA.

Effects of Reduction or Termination of These Funds:
MINATION OR REDUCTION OF THESE FUNDS WILL SIGNIFICANTLY IMPACT
OPERATION OF THIS PROJECT.

Financial Information:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
t Amount	\$131,663	\$133,948	\$148,997	+ \$15,049	_____	_____
nnel	\$120,214	\$123,497	\$136,832	+ \$13,335	_____	_____
ment	0	0	0	0	_____	_____
ract Svc.	0	0	0	0	_____	_____
& Supp.	0	0	0	0	_____	_____
ilities/Space	0	0	0	0	_____	_____
r AUDIT	\$1,500	\$1,500	\$1,500	0	_____	_____
rect Costs	\$6,583	\$6,697	\$7,450	+ \$753	_____	_____
RAVEL	\$ 775	\$ 775	\$ 775	0	_____	_____
Data Processing					_____	_____
see included above)	N/A	N/A	N/A	N/A	_____	_____

Personnel

CSC	1	1	1	0	_____	_____
CSC	1/2	1/2	1/3	+ 1/12	_____	_____
tractual	_____	_____	_____	_____	_____	_____

ee(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

SAN FRANCISCO POLICE DEPT

grant funded employees be retained after this grant terminates? If so, How?

CONTINGENT ON AVAILABILITY OF FUNDING

Contractual Services: Open Bid _____ Sole Source _____ (if sole source, attach Request for Exception Form)

Memo to Government Efficiency and Labor Committee
July, 11, 1995 Government Efficiency and Labor Committee Meeting

Item 1j - File 146-95-8

Department: Department of Public Health (DPH)
Community Health Services

Item: Resolution authorizing the Department of Public Health, Community Health Services, to accept and expend a grant of \$16,781 from the California Department of Health Services, Sexually Transmitted Disease (STD) Control Branch, for STD outreach, education and referral services; waiving indirect costs.

Grant Amount: \$16,781

Grant Period: January 1, 1995 to June 30, 1995

Source of Funds: California Department of Health Services

Project: STD outreach, education and referral services

Description: The Department of Public Health will use the proposed grant funds to provide outreach to persons at high risk of STD infection through an existing contract with the Street Survival Project, a non-profit agency. The Street Survival Project will provide street outreach, Sexually Transmitted Disease (STD)/HIV prevention education and referral services to primarily young women (12-21 years of age), who are at high risk for the development of sexually transmitted diseases.

The grant monies will specifically pay for two part-time outreach workers who will operate in the vicinity of a mobile van clinic, which is operated by DPH staff and is funded through State grant funds. The DPH anticipates that a maximum of 15 clients per week will be referred to the mobile van clinic by the Street Survival Project outreach workers. Services provided by the mobile clinic include screening and treatment for sexually transmitted diseases, comprehensive sexually transmitted disease diagnosis, blood pressure screening, pregnancy testing, pap smears, TB testing, confidential HIV testing and counseling. In addition to providing STD outreach, education and referral services, the outreach workers will also distribute safe sex kits to clinic clients.

Budget:

Personnel Costs

	<u>No. of Hours</u>	<u>Hourly Rate</u>	<u>Total</u>
Outreach Workers (2)	1,044	\$11	\$11,484
Fringe Benefits			<u>2,297</u>
Total Personnel Costs			\$13,781
Client Incentive Costs *			<u>3,000</u>
Total budget			\$16,781

* DPH advises that the \$3,000 will be used to purchase client incentives such as condoms, food coupons and toiletries, in order to encourage participation by potential clinic clients.

Required Match: None

Indirect Costs: None

Comments:

1. Ms. Jacqueline McCright of the DPH advises that no grant application was required because the California Department of Health Services determined that San Francisco was the only local jurisdiction providing STD outreach education and referral services in connection with the State funded mobile van clinic that was not receiving the subject grant funds. As such, the State notified the DPH that the City would be allocated these grant funds.
2. According to Ms. McCright, expenditures have been incurred against this grant. As such, the proposed resolution should be amended to authorize DPH to accept and expend the grant retroactively.
3. A copy of the Grant Summary prepared by DPH for the proposed grant, is attached to this report.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
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4. A Disability Access Checklist for this project is on file with the Clerk of the Board.

- Recommendation:**
1. Amend the proposed resolution to authorize DPH to accept and expend the proposed grant funds retroactively.
 2. Approve the proposed resolution as amended.

Grantor: Cal. Dept. Health Services
 Contact Person: Bea Avis
 Address: 601 N. 7th Street
Sacramento, CA 95814
 Amount Requested: \$ 16,781
 Term: From 1/1/95 To 6/30/95

Division: Epidemiology & Disease Control
 Section: Sexually Transmitted Diseases
 Contact Person: Jacqueline McCright
 Telephone: (415) 554-8476 FAX 554 5454
 Application Deadline: None
 Notification Expected: Received

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 16,781 from the period of January 1, 1995 to June 30, 1995 to provide STD Outreach and Education service

II. Summary: (Purpose; Funding Year; Target Groups; Services; Providers)

To reduce incidence of congenital syphilis and chlamydia by outreach to young women at high risk of STD infection and providing education, prevention and referral services to this population. A contract will be developed with a community-based agency, the Street Survival Project, to deliver these services. This is an unsolicited State grant. No application was made. San Francisco was the only county not receiving funds from the state's Community Outreach Health Program to address sexually transmitted disease.

III. Outcomes/Objectives:

1. Increase awareness of consequences of STDs to high-risk target population.
2. Provide outreach education and referral services to high-risk populations.

IV. Effects of Reduction or Termination of These Funds:

Target population could not be served.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Yr./Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved By
Grant Amount	NA	NA	16,781			
Personnel						
Equipment						
*Contract Svc.			13,781			
Mat. & Supp.			3,000			
Facilities/Space						
Other						
Indirect Costs						
VI. Data Processing (costs included above)						
VII. Personnel						
F/T Civil Service			0			
P/T Civil Service			0			
Contractual			1 FTE			

Source(s) of non-grant funding for salaries of Civil Service employees working part-time on this grant:
NA

Will grant funded employees be retained after this grant terminates? If so, How?
NA

*VIII. Contractual Services: Open Bid _____ Sole Source XX (if sole source, attach Request for Exemption form)

Memo to Government Efficiency and Labor Committee
July 11, 1995 Government Efficiency and Labor Committee Meeting

Item 2 - File 97-95-15

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of June 27, 1995.

Department: Department of Human Resources

Item: Ordinance amending the Administrative Code Section 16.42 and deleting Section 16.43 regarding membership criteria for the Retirement System.

Description: The proposed ordinance would delete the current Sections 16.42 and 16.43 and create a new Section 16.42 of the City's Administrative Code concerning the criteria for membership in the City's Retirement System.

According to the proposed ordinance, employees eligible to become members of the City's Retirement System and their proposed effective dates of membership would be as follows:

- All employees certified from a Civil Service list for permanent employment would become members effective on the appointment date;
- All employees appointed to a full-time permanent Civil Service exempt position would become members effective on the appointment date;
- All employees who have earned not less than 1,040 hours of compensation during any 12-month period shall become members effective on the date following the date that the employee earns 1,040 hours of compensation or on July 1, 1995, whichever occurs first.

Comments: 1. Under the current provisions of the City's Administrative Code, only employees who are in permanent or exempt Civil Service positions are eligible for the City's Retirement System. The proposed ordinance would enable all temporary employees, who work at least half-time (1,040 hours), in a given year to become eligible for the City's Retirement System.

2. There are specific references in the proposed ordinance that members of boards and commissions, prison inmates and independent contractors would not be eligible for the City's Retirement System. The proposed ordinance would not provide any additional City Retirement System benefits for members of the Board of Supervisors.

3. According to Mr. Jeff Rothman of the Department of Human Resources, the Service Employees International Union (SEIU) arbitration award of July 1, 1994 included a provision for temporary employees who worked at least 1,040 hours in a given year to become members of the City's Retirement System. In addition, Mr. Rothman indicates that Local 21 has recently negotiated to permit their temporary employees who work more than half-time to become members of the City's Retirement System.

4. Ms. Clare Murphy of the City's Retirement System reports that the provisions of negotiated agreements with labor unions need to be incorporated through Sections 16.42 and 16.43 of the City's Administrative Code, which legally defines who is a member of the City's pension plan. However, according to Ms. Murphy, it would be impossible to track and manage the City's Retirement System for only those employees who are members of SEIU or Local 21, because employees often change classifications and positions several times during the course of their employment. As a result, the proposed ordinance would extend the City's Retirement System benefits to all temporary employees who work more than 1,040 hours per year.

5. According to Mr. John Madden of the Controller's Office, it is estimated that there are 2,130 City and County temporary employees that would be extended pension benefits by the proposed ordinance. More than one-half, or approximately 55 percent of these employees are currently represented by SEIU or Local 21, such that approximately 1,172 of these employees currently have these provisions included in negotiated agreements with the City. Therefore, an estimated 958 additional City employees would be extended this pension benefit through the proposed ordinance. Mr. Rothman reports that the Department of Human Resources has noticed all of the unions and met and conferred with their representatives regarding the proposed change.

6. Mr. Madden estimates that the proposed ordinance would ultimately result in an additional \$12.7 million of increased annual retirement costs for the City, beginning in FY 1996-97. According to Mr. Madden, approximately \$9,978,000, or 78 percent of these costs would be additional General Fund expenses. However, because the City's portion of the pick-up of retirement costs are lower for FY 1995-96, Mr. Madden estimates the cost to the City's General Fund would be approximately \$6.7 million in FY 1995-96, assuming a full year implementation. Because the proposed legislation has

been delayed, if the ordinance is approved for implementation by September 1, 1995, the City's General Fund costs for FY 1995-96 would be approximately \$5.58 million. Ms. Teresa Serata of the Mayor's Office reports that these costs have not been included in the Mayor's budget for FY 1995-96.

7. There are currently a total of approximately 18,000 miscellaneous employees in the City's Retirement System, which will cost the City approximately \$75 million in FY 1995-96. Under the present provisions, the City contributes approximately five percent of miscellaneous employees salaries for the City's Retirement contribution, 4.75 percent for the City's additional pick-up contribution (which will increase to 7.5 percent in FY 1996-97) and 6.2 percent for Social Security benefits. Currently, temporary employees are not included in these contributions. Under the proposed ordinance, temporary employees would be eligible for all of these same provisions for contribution.

8. At the June 6, 1995 Government Efficiency and Labor Committee meeting, the Committee amended the effective date of the proposed ordinance from May 5, 1995 to July 1, 1995. Ms. Murphy reports that, given the current delay in approving the proposed ordinance, the Retirement System will not be able to implement the proposed ordinance by July 1, 1995. Ms. Murphy reports that the actual date of approval of the proposed ordinance by the Board of Supervisors will determine when the Retirement System can implement the proposed ordinance. Ms. Murphy will attend the July 11, 1995 Government Efficiency and Labor Committee Meeting to discuss potential implementation dates.

9. Mr. Jonathan Holtzman of the City Attorney's Office reports that the previous concerns raised by San Francisco General Hospital regarding the proposed legislation's impact on interns and residents at the Hospital are not relevant since all benefits for interns and residents are provided by the University of California, not by the City. These employees are not part of the City's Retirement System. Therefore, the proposed legislation will not have any impact on these employees.

10. According to Mr. Dan Maguire of the City Attorney's Office, in accordance with Section 16.29-5 of the City's Administrative Code, for purposes of retirement benefits, the City and County of San Francisco includes the San Francisco Community College District and the San Francisco Unified School District. Therefore, if the Board of Supervisors

approves the proposed ordinance, this provision will extend retirement benefits to the two school districts' temporary employees. However, Mr. Maguire reports that the Board of Supervisors could amend the proposed legislation to exclude both or either of the school districts from the proposed legislation.

11. The San Francisco Unified School District reports that the District will provide retirement benefits to temporary employees who work at least half time and therefore, the Unified School District wishes to be included in the proposed ordinance.

12. Mr. Peter Goldstein of the Community College District reports that the issue of whether retirement benefits should be granted to temporary employees of the Community College District is currently under negotiation between the District and United Public Employees Local 790. Mr. Goldstein estimates that this provision would affect approximately 160 Community College District employees and would cost at least \$200,000 annually. According to Mr. Jeffrey Sloan of Liebert, Cassidy & Frierson, which represents the Community College District, if the Board of Supervisors approves the proposed ordinance without excluding the Community College District, the District would potentially be forced to spend funds it has not allocated for this purpose and to grant benefits to employees before negotiations with the represented employees are completed, which would adversely affect the current negotiations. Mr. Sloan reports that meetings have been held with representatives of the City's Retirement System and Department of Human Resources to address the concerns of the City and the District. Specific language proposed by the District has been referred to the City Attorney's Office for review.

13. Mr. Maguire reports that he has prepared alternative legislative amendments to be considered by the Board of Supervisors, to either fully include or fully exclude the Community College District.

Recommendation: Amend the proposed effective date from July 1, 1995 to a date as determined by the Retirement System.

Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 3 - File 93-95-49

Item: Ordinance implementing the provisions of an amendment to the Memorandum of Understanding between the Service Employees International Union (SEIU), AFL-CIO, Locals 250, 535, 790, and the City and County of San Francisco, to be retroactive to July 1, 1995.

Description: The proposed ordinance would implement provisions of an amendment to the Memorandum of Understanding between the City and SEIU Locals 250, 535, and 790. The amendment provides for a series of adjustments to wages, benefits and working conditions of SEIU employees that were included in the MOU signed between the City and SEIU in FY 1994-95, but which require implementation and/or settlement. The amendment also includes some new provisions that were not a part of the FY 1994-95 MOU, as noted. The major provisions of the amendment are summarized below, with the Controller's estimate of the costs of such provisions, where applicable:

1. Public Health Nurses (*new provision*). The City agrees to rescind previously-issued layoff notices for Public Health Nurses, and not to layoff any Public Health Nurses prior to September 15, 1995. In return, SEIU agrees to waive a scheduled 2% wage increase and a scheduled 2% retirement pickup for Public Health Nurses for FY 1995-96. According to Mr. Matthew Hymel of the Controller's Office, the net cost of this provision to the City is estimated to be approximately \$300,000 through September 15. Costs or savings to the City after September 15 would depend on future negotiations between the City and SEIU regarding the employment of Public Health Nurses, and amendments to the MOU between the City and SEIU regarding such employment would be subject to approval by the Board of Supervisors.

2. Retroactive Economic Items. The City agrees that it will add the Parking Control Officers (PCO) premium to the list of items that will be settled retroactively and paid to eligible SEIU employees for FY 1993-94. This premium is an additional amount of 75¢ per hour, paid to an estimated 280 employees during the hours that they worked out-of-doors. In return, SEIU agrees to forego payment of SEIU employees salaries for time served on jury duty in FY 1993-94. This provision is estimated to cost approximately \$469,000 on a one-time basis.

3. Missed Retirement Pickup. The City agrees to reimburse qualified SEIU members for a missed retirement pickup at the 1.5 percent level for the pay period of July 1,

1994 through July 6, 1994 within 60 days from June 27, 1995. "Qualified" SEIU members are those employees who were participating in the retirement plan and for whom the MOU provided that the City would pickup 1.5 percent of their employee retirement contribution. Due to an error in payroll calculations for the first pay period of the FY 1994-95 fiscal year, this retirement contribution was not paid at that time. This provision is estimated to cost approximately \$100,962 on a one-time basis.

4. Modification of Retirement Pickup (*new provision*).

The City will continue to pickup 3 percent of SEIU employees 7.5 percent share of retirement contribution costs from July 1, 1995 through July 12, 1996, and will not pay increases in the pickup amount which had been scheduled during FY 1995-96 (to 4 percent on July 1, and to 5.5 percent on December 30). However, the City will pickup the full 7.5 percent employee retirement contribution as of July 13, 1996; previously, this increase to a pickup amount of 7.5 percent had not been scheduled to be paid by the City until July 1, 1997. This provision will; (a) allow the City to avoid retirement contribution costs totaling approximately \$5,925,169 in FY 1995-96, (b) simplify the administration of retirement benefits, and, (c) benefit SEIU employees through eliminating adverse tax consequences under the previously scheduled retirement pickup in FY 1995-96. Some SEIU employees would have been required to pay income tax on the retirement pickup amount in FY 1995-96; with this change, all SEIU employees will receive the pickup amount as tax-deferred retirement income. The cost of the full 7.5 percent retirement pickup for all SEIU employees beginning July 13, 1996 will be approximately \$6,212,252 for FY 1996-97. Employees who take retirement during FY 1995-96 will receive a payment equal to the City's cost of the retirement pickup in the current MOU, the total of which payments shall not exceed \$75,000.

5. Layoffs/Severance (*new provision*). The City agrees not to layoff any SEIU employees with permanent status or with at least two years of continuous service between June 30, 1995 and September 15, 1995, except employees who, prior to this agreement, were laid off or were scheduled to be laid off between May 31 and June 29. According to Mr. Geoff Rothman of the Human Resources Department, all except one of such previously laid off employees have already been placed in vacant positions, and the remaining one employee will be placed by July 15. Employees laid off after September 15, 1995 who are not placed in other positions shall receive severance pay not to exceed one week of pay for each year of service. The total amount available for such severance packages is \$1.8

million, less the cost of the PCO premium of \$469,000, less the total of the retirement payments of not to exceed \$75,000 described in No. 4 above, and less an amount of \$250,000, to be used to increase the hours of recreation program staff, as described in No. 7 below, for a maximum cost of approximately \$1,006,000 through September 15.

6. Pay Equity The MOU previously approved by the Board of Supervisors included an agreement by the City to pay \$3 million in pay equity for FY 1995-96, to be apportioned by dividing the number of eligible employees into this amount, and paying an equal amount to each eligible employee. According to Mr. Rothman, this provision would apply to an estimated 5,800 employees, who would receive an average amount of \$517 in FY 1995-96. Funds for this item have been established as a reserve in the FY 1995-96 budget.

7. Recreation and Park Funds (*new provision*). The City agrees to increase funding for Recreation and Park programs by \$250,000 and to use these funds to provide additional working hours and/or convert temporary positions to permanent positions, subject to Civil Service Commission approval.

8. Salary Steps (*new provision*). The City agrees to convert those classes of City employees which have a single salary step into classes with a five-step salary range, and to place employees in those classes at the salary step closest to, but not less than, their existing salary. The Controller estimates that the maximum cost of this provision will be approximately \$133,000.

Comments:

1. The Controller's estimate of the costs and savings for FY 1995-96 to the City as a result of the new provisions and settlements in the proposed amendment to the MOU are summarized as follows:

<u>Item</u>	<u>Cost/(Savings)</u>
Public Health Nurses (net cost)	\$300,000
Parking Control Officers Premium	469,000
Missed Retirement Pickup	100,962
Deferral of Retirement Pickup in FY 1995-96	(5,925,169)
Payment for FY 1995-96 Retirements	75,000
SEIU Employees Layoff/Severance package	1,006,000
Recreation and Park Funds	250,000
Conversion to 5-step salary range	<u>133,000</u>
Net Estimated Savings to the City	(\$3,591,207)

As noted above, the provision deferring scheduled retirement pickups for SEIU employees by the City will save the City an estimated \$5,925,169 in FY 1995-96. However, the cost of the full 7.5 percent retirement pickup will be an estimated \$6,212,252 in FY 1996-97. All of the other provisions listed above and included under the proposed amendment to the MOU are one-time costs affecting FY 1995-96 only.

2. The Budget Analyst concurs with the Controller's estimates of the costs of this proposed amendment to the MOU.

3. The proposed ordinance should be amended to make implementation of the provisions of the amendment to the MOU retroactive to July 1, 1995.

- Recommendations:**
1. Amend the proposed ordinance to be effective retroactive to July 1, 1995.
 2. Approval of the proposed ordinance, as amended, implementing the provisions of an amendment to the MOU between the City and SEIU Locals 250, 535, and 790, is a policy matter for the Board of Supervisors.

Item 4 - File 169-95-1

Department: Art Commission

Item: Resolution redesignating two selling spaces on the northwest corner of Beach Street, at Hyde Street for street artists certified by the Art Commission.

Description: In November of 1975, San Francisco voters adopted the Street Artists Ordinance which authorizes the Board of Supervisors, by resolution, to designate selling spaces where any street artists or craftspersons certified by the Art Commission can sell their products.

The proposed resolution would authorize the Board of Supervisors to redesignate two selling spaces on the northwest corner of Beach Street, at Hyde Street for street artists certified by the Art Commission. The Art Commission reports that the Board of Supervisors previously approved legislation designating two selling spaces at the northwest corner of Beach Street, at Hyde Street for six-month periods subject to review by a committee of the Board of Supervisors to determine whether (1) the two selling spaces would interfere with the two street peddler permit holders located in the immediate vicinity of the two selling spaces and (2) if the selling spaces would result in congested pedestrian traffic in the immediate area

According to the proposed legislation, the Housing and Land Use Committee of the Board of Supervisors recently reviewed the two selling spaces and determined that the location of these selling spaces does not result in congested pedestrian traffic in the immediate area and does not pose a threat to the existing permit holders in the immediate area.

Comments: 1. The Art Commission advises that a public hearing was recently held on the two selling spaces by the Art Commission's Street Artists Program Committee. According to the Art Commission, there was no opposition to these two selling spaces being designated as permanent spaces.

2. Mr. Howard Lazar Director of the Street Artists Program reports that there are currently 400 active street artists. Mr. Lazar advises that the annual certificate fee for street artists is \$350. Mr. Lazar states that approximately \$135,000 in certificate fee revenues were generated in FY 1994-95.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 5 -File 246-95-1

Item: Motion ordering submission of an ordinance, establishing voluntary expenditure limits for candidates for San Francisco elective office and making related changes to the San Francisco Municipal Election Campaign Contribution Control Ordinance for the November 7, 1995 election.

Description: The proposed motion would require the Board of Supervisors to submit the accompanying ordinance to the voters of San Francisco on November 7, 1995. The proposed ordinance would amend Sections 16.501, 16.502, 16.503, 16.505, 16.508, 16.509 and 16.515 and add Sections 15.510-1 through 16.510-6, related to campaign finance reform. Under the proposed ordinance, Article XIIA of the City's Administrative Code would be entitled the San Francisco Campaign Finance Reform Ordinance.

Under the proposed ordinance, all expenditures by a candidate or committee for a City elective office must be made from a campaign contribution trust account, and the account's information must be filed with the Registrar of Voters. All candidates would be required either to comply with new, lower limits on individual campaign contributions, or to adopt specified overall campaign expenditure ceilings and comply with higher limits on individual campaign contributions, as detailed below.

For candidates who do not choose to adopt the overall campaign expenditure ceilings, no person, other than the candidate, would be able to make a total campaign contribution per election, including contributions to political committees supporting or opposing that candidate, of more than \$150. The current limit per election is \$500.

For candidates who adopt the expenditure ceilings, no person, other than the candidate, would be able to make a total campaign contribution per election of more than \$500. The City's current ordinance does not address this issue.

In the municipal run-off election, for candidates who do not choose to adopt the expenditure ceilings, no person, other than the candidate, would be able to make a total campaign contribution of more than \$100. The current limit is \$250. For candidates who adopt the expenditure ceilings, no person, other than the candidate, would be able to make a total campaign contribution in the municipal run-off election of more than \$250.

Any candidate who receives a contribution greater than the amounts specified in the proposed ordinance would be required to pay promptly from their available campaign funds the amount of the contribution in excess of the amount permitted to the City Treasurer, for deposit in the City's General Fund.

All contractors with the City and County of San Francisco would be prohibited from making contributions to the City elective office or board that is responsible for approval of their contract.

All candidates who adopt the campaign expenditure ceilings, must first file a statement with the Registrar of Voters indicating acceptance of the expenditure ceiling. Once filed, this statement may not be withdrawn. The candidates who file these statements would then be permitted to use the higher campaign contribution limit amounts noted above. The Registrar of Voters would indicate in the Voter Information Pamphlet whether each candidate adopted the voluntary expenditure ceiling.

The amount of the expenditure ceilings for each elective office would be as follows:

<u>Elective Office</u>	<u>Type of Election</u>	<u>Expenditure Ceiling</u>
Assessor	Primary	\$175,000
Assessor	General	100,000
Public Defender	Primary	175,000
Public Defender	General	100,000
Mayor	General	600,000
Mayor	Run-off	400,000
City Attorney	General	175,000
City Attorney	Run-off	100,000
District Attorney	General	175,000
District Attorney	Run-off	100,000
Treasurer	General	175,000
Treasurer	Run-off	100,000
Sheriff	General	175,000
Sheriff	Run-off	100,000
Board of Supervisors	General	200,000
Unified School District	General	75,000
Community College District	General	75,000

The City's Ethics Commission would be authorized to annually adjust these expenditure ceilings based on the California Consumer Price Index.

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If a candidate declines to accept the expenditure ceilings and receives contributions or makes qualified campaign expenditures in excess of 50 percent of the applicable expenditure ceiling, or if an independent expenditure committee spends more than 25 percent of the applicable expenditure ceiling, the applicable expenditure ceiling shall no longer be binding on any candidate seeking election to the same office. The candidate would be responsible for contacting the Ethics Commission in writing within 24 hours after exceeding 50 percent of the expenditure ceiling or ten percent of the ceiling, in the case of an independent expenditure committee. For each additional five percent of the applicable expenditure ceiling, each independent expenditure committee would be required to file a supplemental statement with the Ethics Commission. The Ethics Commission would then be responsible for informing all the other candidates for that office within 24 hours that the campaign ceiling was no longer applicable.

Any mass mailing, slate mailing or other campaign materials which support or oppose any candidate for City elective office must state that a) the mailing is not authorized or approved by any candidate for City and County office or by any election official; b) identify the name, committee identification number and address of the person or group which paid for the mailing; and c) include the total cost of the mailing.

The proposed ordinance would also enable the Board of Supervisors to decrease, but not increase, the approved contribution limits and voluntary expenditure ceilings in the future. In addition, the Board of Supervisors would be permitted to impose additional requirements on any person if those requirements do not conflict with the provisions of the voter-approved ordinance.

Comments:

1. The proposed ordinance also includes new definitions for specific terms such as election, City Elective Office, Election Cycle and Qualified Campaign Expenditure.

2. Currently, the City's Administrative Code Article XIIA, is entitled Municipal Election Campaign Contribution Control. Currently, the purpose of this Article is to place realistic and enforceable limits on the amount individuals may contribute to political campaigns in municipal elections and to provide full and fair enforcement of this Articles' provisions. In addition to this purpose, the following seven purposes would be added under the proposed ordinance:

- To ensure that all individuals and interest groups have an opportunity to participate in elective and governmental processes;
- To create an incentive to limit overall expenditures in campaigns, thus reducing the pressure to raise large campaign war chests beyond an amount necessary to communicate reasonably with voters;
- To reduce the advantage of incumbents and thus encourage competition for elective office;
- To allow candidates and officeholders to spend a smaller proportion of their time on fundraising and a greater proportion of their time dealing with issues of importance to their constituents community;
- To ensure that serious candidates are able to raise enough money to communicate their views and positions adequately to the public, thereby promoting public discussion of the important issues involved in political campaigns;
- To limit contributions to eliminate or reduce the appearance or reality that large contributors may exert undue influence over elected officials; and
- To help restore public trust in governmental and electoral institutions.

3. The proposed ordinance would change the penalty provisions for knowingly violating provisions of the Campaign Finance Reform Ordinance. Article XIIA of the City's Administrative Code currently provides penalties only for failure to report contributions; the proposed ordinance would extend penalties to also cover failure to report expenditures. Article XIIA currently states that the penalty for knowing failure to report contributions is a fine of not less than \$500 or three times the amount not reported or the amount received in excess of the allowable contribution, whichever is greater. The proposed ordinance would add another factor to take into account violations of the expenditure ceilings: three times the amount expended in excess of the amount allowable under the expenditure ceilings. The penalty would be the greater of all of these factors.

4. According to Mr. Bück Delventhal of the City Attorney's Office, a similar campaign finance reform ordinance was recently approved by the Board of Supervisors. However,

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because one of the major provisions of that ordinance (i.e., to potentially limit campaign contributions to \$150 per person) was based on a voter approved previous ordinance (i.e., to limit campaign contributions to \$500 per person), this provision of the previous ordinance was struck down by the San Francisco Courts. Mr. Delventhal reports that once voters adopt a measure or ordinance, the ordinance cannot be amended by the Board of Supervisors, unless the measure so allows. As noted above, the proposed ordinance, which would be submitted to the voters in November, 1995, would contain language to enable the Board of Supervisors, in the future, to decrease, but not increase, the approved contribution limits and voluntary expenditure ceilings and to impose additional requirements if those requirements do not conflict with provisions of the voter-approved ordinance.

5. Implementation of the proposed ordinance would involve the Registrar of Voters and the City's Ethics Commission, which was established pursuant to voter approval of Proposition K in November of 1993. Ms. Naomi Nishioka of the Office of the Registrar of Voters advises that if the proposed ordinance is approved by the voters in November, 1995, the proposed ordinance would not significantly impact the City's workload until the next local election, which would not occur until November, 1996. According to Ms. Nishioka, the Registrar's Office has agreed to transfer most of their responsibilities to the Ethics Commission, effective January 1, 1996, such that most of the work related to the proposed ordinance would be the responsibility of the Ethics Commission.

However, Ms. Nishioka reports that on an ongoing basis, the Registrar would receive the initial report forms to be filed when a candidate files intent to run for public office, transmit copies to the Ethics Commission, answer questions from the public (though most would eventually be directed to the Ethics Commission) and print a notice in the Voter Information Pamphlet informing voters of whether a candidate has adopted the voluntary expenditure ceiling. Ms. Nishioka estimates that the Registrar of Voters would incur costs of approximately \$1,900 annually for all future elections to administer their responsibilities under the proposed ordinance.

Ms. Jane Rubin of the Ethics Commission reports that the Ethics Commission expects to handle the initial development of forms and informational letters, as well as processing of expenditure data and answering questions from the public. According to Ms. Rubin, such initial efforts are estimated to

cost approximately \$6,300 in material and staff time. In addition, Ms. Rubin anticipates the need to spend approximately 30 hours per election tracking expenditures, and an estimated average of two hours per week, on a year-round basis, answering questions from the public. The Ethics Commission would also incur mailing costs to notify candidates, if expenditure ceilings are removed. Ms. Rubin estimates the ongoing costs for implementing the proposed ordinance of approximately \$4,500 to \$6,000 per election. However, given the timing of the proposed ordinance, it is anticipated that these costs would not be incurred until FY 1996-97.

In summary, it is anticipated that the initial start-up costs to implement the proposed legislation would be approximately \$6,300 to be incurred by the Ethics Commission in FY 1996-97. In addition, future annual costs are estimated at approximately \$6,400 to \$7,900 for both the Registrar of Voters and the Ethics Commission to implement the proposed legislation.

Recommendation: Approval of the proposed motion is a policy matter for the Board of Supervisors.

Memo to Government Efficiency and Labor Committee
July 11, 1995 Government Efficiency and Labor Committee Meeting

Item 7 - File 65-95-5

Department: Real Estate Department

Item: Ordinance authorizing and approving an amendment of a sublease of City-owned property at 25 Van Ness Avenue, portion of lower level (lot 4, block 834) to the New Conservatory Children's Theatre Company and School, a non-profit corporation, commencing retroactively on May 15, 1995.

Location: 25 Van Ness Avenue, portion of lower level (lot 4, block 834)

Purpose of Sublease: Operation of a children's theater company and school by a non-profit California corporation

Sublessor: City and County of San Francisco

Sublessee: New Conservatory Children's Theatre Company and School

No. of Sq. Ft. and

Revenue Per Month: The proposed amendment to the sublease would provide 12,793 square feet of space at \$1.05 per square foot per month with total rental revenues per month of \$13,432.65 until the sublease expires on May 14, 1998. Without the proposed amendment, the existing sublease agreement would provide 12,793 square feet of space at the following rental rates:

<u>Sublease Period</u>	<u>Rent/Sq.Ft./Month</u>
May 15, 1995 - May 14, 1996	\$1.10
May 15, 1996 - May 14, 1997	\$1.16
May 15 1997 - May 14, 1998	\$1.22

Annual Revenue: The proposed amendment to the sublease would provide \$161,192 per year until the sublease expires on May 14, 1998. Without the proposed amendment, the existing sublease agreement would provide annual rental revenues to the City as follows:

<u>Sublease Period</u>	<u>Annual Rental Revenue Payable to the City</u>
May 15, 1995 - May 14, 1996	\$169,251
May 15, 1996 - May 14, 1997	\$177,714
May 15 1997 - May 14, 1998	\$186,599

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**% Decrease
over 1995-98:**

This proposed amendment to the sublease results in a decrease in total rent payments from the Theatre Company to the City, retroactively from May 15, 1995 to May 14, 1998. The total amount of the rent decrease during the May 15, 1995 through May 14, 1998 period is \$49,989.60. This represents a 9.4 percent decrease from the total revenue of \$533,565 which the City would have received under the existing sublease agreement during the three year period if this amendment were not approved (See Comments 1 and 2).

Term of Sublease:

Upon approval, the amended sublease would apply from May 15, 1995 through May 14, 1998.

**Utilities and
Janitorial:**

The sublease provides for the tenant to be responsible for its own janitorial service, and the City to provide utilities, heating, ventilation, and air-conditioning, and scavenger services.

Right of Renewal:

None

Description:

The proposed amendment to the sublease would hold constant the monthly rental rate paid to the City by the New Conservatory Children Theatre and School for space located at 25 Van Ness Avenue. If approved, the Theatre Company would continue to pay a monthly rate of \$13,432.65 retroactively from May 15, 1995 through May 14, 1998. The proposed sublease amendment would also delete a requirement from the sublease that the Theatre Company maintain comprehensive automobile liability insurance with coverage of at least \$1 million. The Theatre Company would no longer be required to purchase automobile insurance under the proposed amendment to the sublease.

Comments:

1. When the City purchased the property at 25 Van Ness in 1992, it negotiated a financing arrangement with its lender, the Bank of America, which stipulated that Bank of America would hold the title as a trustee until the mortgage is fully paid, according to Mr. Tony Delucchi of the Real Estate Department. Under this arrangement, the Bank of America is the lessor and the City is the lessee. When the mortgage is fully paid, Bank of America will transfer the title to the City unencumbered, according to Mr. Delucchi. When the City purchased the property it

also negotiated a sublease agreement with the Theatre Company which had an existing lease with the prior owner of the building.

2. The New Conservatory Children's Theatre and School has been a tenant at 25 Van Ness Avenue since 1984. The Theatre Company has recently experienced financial difficulty due to falling receipts and decreased grants, according to Mr. Robert Haslam of the Real Estate Department. Consequently, the Theatre Company management asked for an amendment to the sublease that would maintain the rental rate at its 1994-95 level for the balance of the term, which expires May 14, 1998. The monthly rental rate is currently scheduled to increase at a rate of 5 percent per year, or \$14,104.28 per month as of May 15, 1995, reaching \$15,549.97 on May 15, 1997.

3. The total revenue received by the City from the Theatre from May 15 1995 to May 14, 1998 under the existing sublease would be \$533,565. Under the proposed amendment to the sublease, the City would receive \$483,575.40 during the same period, a 9.4 percent decline. Thus, during the remaining three years of the lease, the proposed sublease amendment would result in the City receiving \$49,989.60 less revenue than the original agreement (See the Attached memo provided by the Real Estate Department detailing these amounts).

4. The City's Risk Manager, Mr. Keith Grand, advises that deleting the automobile insurance requirement does not pose a liability risk to the City. The City could not be held liable for an automobile accident caused by an employee or agent of the Theatre Company, according to Mr. Grand.

5 Mr. Haslam advises, the rental rate of \$13,432.65 proposed in the sublease amendment represents the current fair market value for the property. In addition, according to Mr. Haslam, it is unlikely the Real Estate Department would be able to locate an alternative tenant, before the current sublease expires, willing to pay a higher rental rate than the one stipulated in the sublease amendment. This is because 1) the property is currently designed for theater use which represents a limited market, and 2) substantial remodeling is necessary before the property could be made available for alternative uses.

Recommendation:

Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

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BUDGET ANALYST



MEMORANDUM

July 5, 1995

TO: Jason Moody
Board of Supervisors
Budget Analyst's Office

FROM: Robert Haslam *Robert E. Haslam*
Senior Real Property Officer

RE: Revenue Comparison

The following table compares the rental payments by the New Conservatory Children's Theatre Company and School to the City that would result from the current sublease agreement with the payments that would result from the proposed sublease amendment.

Current Sublease Agreement

<u>Sublease Period</u>	<u>Rental/Month</u>	<u>Yearly Revenue</u>
5/15/95-5/14/96	\$14,104.48	\$169,251.36
5/15/96-5/14/97	14,809.50	177,714.00
5/15/97-5/14/98	15,549.97	<u>186,599.64</u>
TOTAL		\$533,565.00

Proposed Sublease Amendment

<u>Sublease Period</u>	<u>Rental/Month</u>	<u>Yearly Revenue</u>
5/15/95-5/14/96	\$13,432.65	\$161,191.80
5/15/96-5/14/97	13,432.65	161,191.80
5/15/97-5/14/98	13,432.65	<u>161,191.80</u>
TOTAL		\$483,575.40

Total Revenue Difference Between Current and Proposed

Total 1/15/95--5/14/98 Revenue from current sublease:	\$533,565.00
Total 1/15/95--5/14/98 Revenue from proposed sublease amendment:	<u>\$483,575.40</u>
TOTAL DIFFERENCE	\$ 49,989.60

RH:avd/MOODY.MEM

Item 8 - File 94-95-2

Department: Public Transportation Commission (PTC)

Item: Resolution authorizing the Public Transportation Commission to retroactively apply for, accept and expend \$1,006,300 in Regional Bay Area Air Quality Management District Capital Assistance funds, including the required local match contributions from the San Francisco Municipal Railway Improvement Corporation, and the National Bio-Diesel Board, for the Bio-Diesel Demonstration Project.

Grant Amount:	Regional Bay Air Quality Management District (BAAQMD)	\$510,000
	San Francisco Municipal Railway Improvement Corporation (SFMRIC) (matching funds)	286,000
	National Bio-Diesel Board (NBB) (matching funds)	<u>210,300</u>
	TOTAL	\$1,006,300

Grant Period: Fiscal years 1993-94 through 1996-97.

Source of Funds: Regional Bay Area Air Quality Management District (BAAQMD) with match contributions from the San Francisco Municipal Railway Improvement Corporation (SFMRIC) and the National Bio-Diesel Board (NBB).

Project: The Bio-Diesel Demonstration Project, Phase 2 of the Municipal Railway's Alternative Fuels Study.

Description: The proposed resolution authorizes the Public Transportation Commission to retroactively apply for, accept and expend a total of \$1,006,300 to study the use of bio-diesel in San Francisco Municipal Railway coaches. The project would be funded with 51 percent from the regionally funded BAAQMD, 28 percent from SFMRIC, and 21 percent from NBB, a private trade association. The primary goal of the project is to evaluate the use of bio-diesel in buses as a means of complying with state and federal clean air laws.

The PTC reports that MUNI will be retiring an estimated 280 diesel coaches from 1996 to 1999 out of a total fleet of approximately 490 diesel coaches. In an effort to develop specifications for the replacement vehicles, the PTC's predecessor department, the Public Utilities Commission, initiated an Alternative Fuels Study. Phase 1 of this study, completed in May of 1993, recommended further analysis of the financial and operational impacts of a number of alternative fuel types. Following this recommendation,

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Phase 2 of the Alternative Fuels Study, the Bio-Diesel Demonstration Project, would provide information on the emission reductions and operational efficiency of bio-diesel fuel. Made from the oil and fat of agricultural feed stock, bio-diesel fuel can reduce a vehicles' oxides of nitrogen emissions, according to Mr. Mark Kragen of the BAAQMD.

The Bio-Diesel Demonstration Project will target coaches from the Flynn Articulated Coach Division, an enclosed diesel facility with 124 buses, located at 1940 Harrison Street. The alternative fuel will be tested as a means of improving air quality both within the Flynn facility and from coaches in service. Data will also be collected on bio-diesel's impact on costs, reliability, and performance.

Both State and Federal clean air laws are expected to require tighter emission standards for transit motor fleets starting in 1998, according to Ms. Gail Bloom of PTC. Although the exact emission reduction requirements, and the timetables for achieving them, have yet to be determined, the PTC is initiating a compliance strategy. Ms. Bloom advises that compared to other alternative fuels, relatively low capital costs are needed to prepare the Flynn Division to use bio-diesel.

Budget:

The budget over the four fiscal years between 1993-94 through 1996-97 is as follows:

Personnel

Automotive Transit Ship Supervisor (.83 FTE)	\$60,378
Clerical Support (.83 FTE)	<u>20,126</u>
Subtotal	\$80,504

Operating Expenses

Consultant Services	\$270,638
Fuel Purchases	514,275
Materials, Parts	<u>80,505</u>
Subtotal	\$865,418

<u>Indirect Costs</u>	<u>\$60,378</u>
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TOTAL	\$1,006,300
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Required Match: The required match is \$420,000. The actual match is \$496,300, with \$286,000 coming from SFMRIC and \$210,300 from NBB.

Indirect Costs: \$60,378

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Comments:

1. Under this proposed resolution, \$270,638 for outside consultant services will be reserved pending the selection of a consultant. Specialized professional services are required to collect and analyze data from the project and develop recommendations related to meeting EPA emission standards. Ms. Gail Bloom of PTC advises that the consultant will be selected on a competitive basis after a Request for Proposal (RFP) process is completed. The hourly rates, estimated hours, and the MBE/WBE status of the contractor will be provided to the Board of Supervisors.

2. Although BAAQMD approved funding for the Bio-Diesel Demonstration Project on August 4, 1993, efforts to secure matching funds and other processing requirements are responsible for the delay in seeking approval. Actual PTC expenditures for the project await final approval by the Board of Supervisors. Therefore, as already provided for on the proposed resolution, retroactive approval has been requested to apply for and accept BAAQMD Capital Assistance funds and the required match contributions.

3. According to Ms. Bloom, the proposed resolution does not preclude a shift to other compliance strategies in response to changes in the technological or regulatory environment. Thus, the Bio-Deisel Demonstration project will not prevent MUNI from adopting other emission technologies in the future.

4. Attached is a grant summary, as prepared by the PTC, for the proposed grant funds.

5. The PTC has prepared a Disability Access Checklist, which is included in the Clerk of the Board's file.

Recommendation: Approve the proposed resolution.

GRANT APPLICATION INFORMATION FORM

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: 35 PTD / MUNI

Contact Person: FRED HOWELL Telephone: (415) 923-2579

Project Title: Bio-Diesel Demonstration Project

Grant Source: Bay Area Air Quality Management District AB 434 (+ SFMRIC, NBB match)

Proposed (New /Continuation) Grant Project Summary:

The Bio-diesel demonstration project will produce information related to exhaust emissions reduction using alternative bio-diesel fuel both street operations and within Muni facilities. One benefit is reduction in particulate matter, a key ingredediant in enhancing air quality. Additional testing will relate to the operational efficiency of bio-diesel as fuel option. Further analysis will relate to the development of the of bio-diesel and catalytic converters as a means of developing a standard to achieve fleet wide compliance with pending FTA/EAP 1998 air standard emission requirements - without the costly capital expenditures which would be required for fleet-wide diesel bus engine retrofits.

Amount of Grant Funding Applied for:

\$510,000 (AB 434), \$286,000 (SFMRIC) \$210,300 National Biodiesel Board (NBB)

Maximum Funding Amount Available: Not Applicable

Required Matching Funds: \$420,000

Number of Positions Created and Funded: Not Applicable

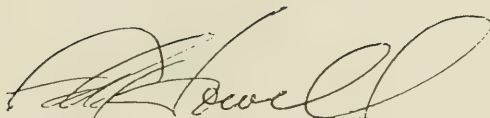
Amount to be Spent on Contractual Services: \$270,683

Will Contractual Services be put out to Bid? Yes

Form of Grant: Not Applicable

Date Department Notified of Available funds: 8/4/95 (BAAQMD), 12/12/95 (SFMRIC),
7/96 (NBB)

Application Due Date: Not Applicable

A handwritten signature in black ink, appearing to read "R. Howell", is written over a horizontal dashed line.

Department Head Approval

Memo to Government Efficiency and Labor Committee
July 11, 1995 Government Efficiency and Labor Committee Meeting

Item 9 - File 106-95-4

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of May 9, 1995.

Department: Superior Court

Item: Ordinance setting schedules of compensation and other economic benefits for certain classifications of persons employed by the Superior Court for the City and County of San Francisco for FY 1995-96.

Description: The proposed ordinance would fix compensation and other economic benefits for five classifications of persons employed by the Superior Court for FY 1995-96. The proposed ordinance, which relates to employees who are not represented by an employee organization, would be adopted pursuant to California Government Code Section 69900, and would establish conditions of employment and the methods of payment.

The Superior Court employees covered by the proposed ordinances are:

<u>Classification</u>	<u>Current No. of Positions</u>
648 Court Investigator	4
655 Family Court Svcs. Counselor	6
649 Probate Examiner	3
710 Court Reporter*	29
678 Executive Secretary	<u>2</u>
Total	44

*The proposed ordinance covers benefits only for Court Reporters, whose salaries are set by State statute.

Superior Court compensation schedules have historically been set as part of the Annual Salary Ordinance for the City and County of San Francisco (with the exception of the Court Reporters, whose salaries are set by the State). However, voter approval of Proposition F in November of 1994 has led to collective bargaining agreements covering most City employees. The proposed ordinance would cover certain unrepresented classifications in the Superior Court, whose classifications are similar to represented City classifications for whom collective bargaining agreements have been reached.

The major fiscal provisions included under the proposed ordinance is as follows:

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Wage Increases

The wages of all employees, except Class 710 Court Reporters, covered by the ordinance would be increased as follows:

<u>Percentage Increase</u>	<u>Effective Date</u>
1.0%	retroactive to July 1, 1995
an additional 1.0%	January 1, 1996

The wages of Class 710 Court Reporters are established by State statute, pursuant to Government Code Section 70070.5.

Dependent Health Care Insurance Premium Pickup

The City would pick up \$150 of the covered employees' monthly payments for health care insurance coverage for their dependents, starting July 1, 1995.

Retirement Pickup

Superior Court employees covered by these ordinances currently contribute 7.5 percent to 8 percent of their wages through payroll deduction towards their retirement pensions. The proposed ordinances would require the City to retroactively pay (pick up) portions of the employee's contributions as follows:

<u>Period</u>	<u>Percent of Employee Contribution Pickup</u>
retroactive to July 1, 1995 through December 29, 1995	4.0%
December 30, 1995 through June 30, 1996	5.5%

This retirement pickup increase applies specifically to full rate members of the San Francisco Employees Retirement System (SFERS). Under the proposed ordinance, members who have opted to join the reduced rate retirement plan would receive the cash equivalent of the pickup.

Word Processing Premium

Class 678 Executive Secretary employees who received a word processing premium in FY 1993-94 would continue to receive \$.91 per hour premium as long as they continue to work with word processing equipment. However, employees hired after FY 1993-94 would not receive a word processing premium under the proposed agreement. Mr. Carlson advises that this provision will not result in immediate savings for

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the Superior Court because no new Class 678 employees have been hired since FY 1993-94.

Estimated Cost of Salary and Benefits Increases

In summary, the increased annual costs to the City for the provisions noted above, as estimated by the Controller's Office, are as follows:

<u>Provision</u>	<u>Fiscal Year 1995-96 Cost</u>	<u>Ongoing Annual Costs</u>
Salary Increase	\$16,173	\$21,564
Dependent Health Pickup	6,750	6,750
Retirement Pickup	<u>16,224</u>	<u>23,177</u>
TOTAL COSTS	\$39,147	\$51,491

Comments:

1. Ms. Kate Harrison of the Superior Court advises that the proposed ordinance has been approved by a majority of the Judges of the Superior Court. California Government Code Section 69900 states that, "Rates of compensation of all officers and assistants and other employees may be altered by joint action and approval of the Board of Supervisors and a majority of the judges of the court."

2. Assistant City Attorney David Greenburg states that the financial and non-financial terms of the proposed ordinance were modeled after the City's Memorandum of Understanding (MOU) with Service Employees International Union (SEIU) Locals 250, 535 and 790, which was ratified by the Board of Supervisors following binding arbitration in October of 1994.

Ms. Harrison states that the Superior Court has historically granted the unrepresented employees covered by this ordinance comparable salary and benefits adjustments to those received by comparable City classifications represented by SEIU Local 535.

3. Ms. Harrison states that, although terms of employment such as overtime policies, holidays, and reimbursement of expenses have not previously been specified by ordinance for these classifications, the terms provided in this proposed ordinance reflect no change from current Superior Court practice, as reflected in the City's Annual Salary Ordinance and/or the internal rules of the Superior Court.

4. The Budget Analyst concurs with the Controller's estimates of the increased salaries and benefits costs identified in the proposed ordinance.

5. Mr. Alan Carlson of the Superior Court states that the increased salary costs contained in the proposed ordinance are reflected in the FY 1995-96 budget of the Superior Court. However, Mr. Carlson states that the increased benefits costs were not included in the Superior Court's FY 1995-96 budget. Mr. John Madden of the Controller's Office advises that, if the proposed ordinance is approved, and if there are insufficient funds in the Superior Court's budget, the Controller will, under the general authority granted to him by the Board of Supervisors, make appropriate transfers to pay for the increased benefits and still keep the Superior Court's budget at the level adopted by the Board of Supervisors.

- Recommendations:**
1. Amend the proposed ordinance to set schedules of compensation and other economic benefits retroactive to July 1, 1995 unless otherwise specified in the ordinance.
 2. Approval of the proposed ordinance, as amended, is a policy matter for the Board of Supervisors.

Item 10 - File 106-95-7

Department: Superior Court

Item: Ordinance setting schedules of compensation and other economic benefits for certain classifications of persons employed by the Superior Court for the City and County of San Francisco.

Description: The proposed ordinance would fix compensation and other economic benefits for 23 classifications of persons employed by the Superior Court for FY 1995-96. The proposed ordinance, which relates to employees who are not represented by an employee organization, would be adopted pursuant to California Government Code Section 69900, and would establish conditions of employment and the methods of payment.

Superior Court compensation schedules have historically been set as part of the Annual Salary Ordinance for the City and County of San Francisco. However, voter approval of Proposition F in November of 1994 has led to collective bargaining agreements covering most City employees. The proposed ordinance would cover certain unrepresented classifications in the Superior Court, whose classifications are similar to represented City classifications for whom collective bargaining agreements have been reached.

The proposed ordinance would provide differing compensation and other provisions to the covered employees, depending upon their classification. The 23 classifications of covered employees are divided into three groups for purposes of making these distinctions under the proposed ordinance. The groups generally pertain to the following types of employees: (1) attorneys; (2) management information systems specialists; and (3) management.

Employees in all 23 classifications would be eligible to request a "supervisory differential adjustment" if they regularly supervise the technical content of one or more subordinate's work, and their salary range is less than five percent over that of the employee supervised. Application of the supervisory differential adjustment would be made at the discretion of the Chief Executive Officer of the Superior Court. The amount of such adjustment could not exceed five percent over the salary of the highest paid employee supervised, or ten percent of the supervisor's current basic compensation. Mr. Alan Carlson, Chief Executive Officer of the Superior Court, states that this provision reflects current

Superior Court practice, as reflected in the City's Annual Salary Ordinance.

The proposed salary schedule for the covered employees is contained in the proposed ordinance as Appendix 1. The major fiscal provisions of the proposed ordinance are summarized for each group of classifications as follows:

1. ATTORNEYS

The Superior Court employees covered by the provisions related to this group of classifications are:

<u>Classification</u>	<u>Current No. of Positions</u>
174 Staff Attorney	4
175 Senior Criminal Research Attorney	1
676 Research Assistant	<u>11</u>
Total - 3 Classes	16

The provisions related to these employees have been modeled after the City's Memorandum of Understanding (MOU) with the Municipal Attorney's Association (MAA). Mr. Carlson advises that this MOU is currently the subject of litigation, so the Superior Court wishes to remove reference to the classifications listed above from the proposed ordinance, unless an agreement is reached prior to this hearing. (See Comment No. 3.)

Wage Increases

The wages of the classifications of employees listed above would be increased as follows:

<u>Percentage Increase</u>	<u>Effective Date</u>
2%	retroactive to July 1, 1995
an additional 0.5%	April, 1, 1996

Administrative Leave

Each full-time employee in the above-listed classifications would receive five days of administrative leave per year, regardless of the amount of overtime they actually work (that is, even if they work no overtime). The proposed ordinance states that this provision is based on the assumption that "attorneys are generally required to work in excess of 80 hours per pay period..."

Bar Dues and Educational Fund

Under the proposed ordinance, full-time attorneys who have worked for the Superior Court for more than one year as of

January 15, 1996 would be reimbursed for the full amount of annual California State Bar dues, which are currently \$478 per year.

The City would provide a total educational fund of \$3,000 for FY 1995-96 for professional training and education for the above-listed attorney classifications.

Vacation Buy-Back

The proposed ordinance would require the City to purchase up to 40 hours of vacation time per employee, accrued prior to January 30, 1996, if the employee requests such a buy-back. The vacation buy-back provision is one of the central subjects of litigation between the MAA and the City.

Flexible Benefit Allowance

Under the proposed ordinance, the City would contribute \$75 per month, retroactive to July 1, 1995, to each covered employee participating in the City's 125 Cafeteria Plan. The 125 Cafeteria Plan provides a tax free package of benefits to employees. The City would pay \$70 per month to each covered employee who elects to receive a direct payment for individual benefit options.

Life Insurance

The City would be required to either provide life insurance in the amount of \$125,000 to each covered employee in the classifications listed above, or make purchase of such life insurance available to each covered employee through the City's 125 Cafeteria Plan, by January 1, 1996. This provision provides a strong incentive for the City to include life insurance as an option in the 125 Cafeteria Plan, with no additional contribution by the City above the \$75 contribution noted above under "Flexible Benefit Plan," rather than purchasing life insurance for covered employees.

Retirement Pickup

The Superior Court employees in the legal classifications listed above currently contribute 7.5 to 8 percent of their wages through payroll deduction towards their retirement pensions. The proposed ordinance would require the City to retroactively pay (pick up) 1.3 percent of the employee's wages into their retirement plan, for the period from July 1, 1995 through December 30, 1996. Under the proposed ordinance, members of the San Francisco Employees Retirement System (SFERS) who have opted to join the reduced rate retirement plan would receive the cash equivalent of the pickup. The timing of the retirement pickup

is one of the subjects of litigation between the MAA and the City.

II. MANAGEMENT INFORMATION SYSTEMS (MIS) SPECIALISTS

The Superior Court employees covered by the provisions related to this group of classifications are:

<u>Classification</u>	<u>Current No. of Positions</u>
818 MIS Specialist II	1
819 MIS Specialist III	1
595 Fiscal Systems and Services Coordinator	4
Total - 3 Classes	6

The provisions related to these employees have been modeled after the City's MOU with the Service Employees International Union (SEIU) Local 21.

Wage Increases

The wages of the classifications of employees listed above would be increased as follows:

<u>Percentage Increase</u>	<u>Effective Date</u>
2.0%	retroactive to July 1, 1995
an additional 1.0%	October 1, 1995
an additional 1.0%	February 1, 1996

Dependent Health Care Insurance Premium Pickup

The City would pick up \$150 of the above listed MIS employees' monthly payments for health care insurance coverage for their dependents, retroactive to July 1, 1995.

Retirement Pickup

The City would contribute an amount equal to 4 percent of the employee's wages to the appropriate pension plan, for the period retroactive to July 1, 1995 through December 30, 1996. Under the proposed ordinance, members of the San Francisco Employees Retirement Systems (SFERS) who have opted to join the reduced rate retirement plan would receive the cash equivalent of the pickup.

III. MANAGEMENT

The Superior Court employees covered by the provisions related to this group of classifications are:

<u>Classification</u>	<u>Current No. of Positions</u>
555 Chief Executive Officer	1
583 Assistant Clerk of Court	1
584 Assistant Executive Officer	1
585 Manager of Budget and Administration	1
588 Court Coordinator	21
590 Senior Court Assistant	3
592 Payroll/Personnel Director	1
622 Deputy Jury Commissioner	1
634 Manager of Court Operations	3
636 Division Chief	5
640 Director of Family Court Services	1
646 Assistant Director of Probate	1
647 Director of Probate	1
650 Traffic Hearing Officer	1
657 Mental Health Coordinator	1
677 Judicial Secretary Coordinator	1
821 Computer Coordinator	1
Total - 17 Classes	45

The provisions related to these employees have been modeled after the City's MOU with the Management Employees Association (MEA).

Wage Increases

In recognition of recent wage freezes for management employees, covered employees in the above-listed classifications would receive a one-time payment representing 1 percent of the highest base salary earned during the 1994-95 fiscal year. (Employees who were employed by the City for only part of FY 1994-95 would receive a pro-rated payment.)

In addition to the one-time payment, the wages of the classifications of employees listed above would be increased as follows:

<u>Percentage Increase</u>	<u>Effective Date</u>
1.0%	retroactive to July 1, 1995
1.0%	January 1, 1996

Compensatory Time Off and Administrative Leave

As of July 1, employees in the above-listed management classifications would no longer have the right to accrue compensatory time off. These employees would forfeit all accrued compensatory time off balances in excess of 240 hours. Such employees could use up to 240 hours of compensatory time off accrued prior to July 1, 1995 during FY 1995-96. Unused compensatory time off remaining at the end of FY 1995-96 would be forfeited.

The Chief Executive Officer, Assistant Clerk of the Court, Assistant Executive Officer and the Manager for Budget and Administration would receive five days of administrative leave per year, regardless of the actual amount of overtime they work (that is, even if they work no overtime). This administrative leave could not be carried over into subsequent years or cashed out.

The remaining positions in the above-listed classifications would earn administrative leave for hours worked in excess of 40 per week on a straight time basis. No employee would be allowed to accrue more than 80 hours of administrative leave, even if their duties require them to work in excess of 80 hours more than the normal work schedule.

Flexible Benefit Package

Under the proposed ordinance, the City would contribute \$75 per month, starting on October 1, 1995, toward a flexible benefit package for the above-listed employees. The flexible benefit package would include dependent health care, disability insurance, life insurance or accident insurance. Each of the covered employees would select the type of benefits he or she wished to receive under the package.

Retirement Pickup

The City would pick up portions of the employee's 7.5 to 8 percent pension contributions as follows:

<u>Period</u>	Percent of Employee Contribution <u>Pickup</u>
October 1, 1995 through March 31, 1996	1.5%
April 1, 1996 through June 30, 1996	3.0%

Under the proposed ordinance, members of the San Francisco Employee Retirement Systems (SFERS) who have opted to join reduced rate retirement plans would receive the cash equivalent of the pickup.

ESTIMATED COST OF SALARY AND BENEFITS INCREASES

The increased annual costs to the City for the provisions listed above, as estimated by the Controller's Office, are as follows:

<u>Provision</u>	<u>Fiscal Year 1995-96 Cost</u>	<u>Ongoing Annual Costs</u>
I. Attorneys		
Salary Increases	\$18,650	\$21,941
Flexible Benefit Allowance	14,400	14,400
Retirement Pickup	<u>11,409</u>	<u>11,409</u>
SUBTOTAL	\$44,459	\$47,750
II. MIS Specialists		
Salary Increases	\$14,288	\$18,052
Dependent Health Pickup	6,300	6,300
Retirement Pickup	<u>15,522</u>	<u>15,522</u>
SUBTOTAL	\$36,110	\$39,874
III. Management		
Salary Increases & One-Time Payment	\$78,782	\$63,025
Dependent Health Pickup	29,025	38,700
Retirement Pickup	<u>41,720</u>	<u>83,441</u>
SUBTOTAL	\$149,527	\$185,166
TOTAL COSTS	\$230,096	\$272,790

Comments:

1. Mr. Carlson advises that the proposed ordinance has been approved by a majority of the Judges of the Superior Court, with the exception of one provision (see Comment No. 4 below). California Government Code Section 69900 states that, "Rates of compensation of all officers and assistants and other employees may be altered by joint action and approval of the Board of Supervisors and a majority of the Judges of the court."

2. Mr. Carlson states that, although terms of employment such as overtime policies, holidays, and reimbursement of expenses have not previously been specified by separate ordinance for these classifications, the terms provided in this proposed ordinance reflect no change from current Superior Court practice, as reflected in the City's Annual Salary Ordinance and/or the internal rules of the Superior Court.

3. Mr. Carlson advises that the Court wishes the provisions of the proposed ordinance pertaining to Superior Court

attorneys to reflect the City's MOU with the Municipal Attorney's Association (MAA). However, as of the writing of this report, that MOU is the subject of litigation. Therefore, the Superior Court requests that the following three classifications be removed from the proposed ordinance, if the litigation is not resolved by the time of this hearing: 174 Staff Attorney, 175 Senior Criminal Research Attorney, and 676 Research Assistant. Mr. Carlson states that, once the MAA MOU is finalized, the Superior Court will submit separate legislation to the Board of Supervisors related to compensation and other economic benefits for Superior Court attorneys.

Mr. Dennis Aftergut of the City Attorney's Office advises that the City has made a settlement proposal to the MAA. As of the writing of this report, the MAA was still voting on the proposal. Mr. Aftergut expects the results to be available by July 10, 1995.

4. Mr. Carlson reports that the proposed salary increase for the Class 555 Chief Executive Officer has not yet been approved by the Courts. Therefore, Mr. Carlson requests that this salary increase be deleted from the proposed ordinance.

5. The Budget Analyst concurs with the Controller's estimates of the increased salaries and benefits costs identified in the proposed ordinance. However, we note that the Controller's cost estimates do not include potential costs associated with the vacation buy-back provision for attorneys, which cannot be accurately estimated at this time. As noted above, this provision is one of the central subjects of litigation between the MAA and the City.

6. Mr. Carlson states that the increased salary costs contained in the proposed ordinance are reflected in the FY 1995-96 budget of the Superior Court. However, Mr. Carlson advises that the increased benefits costs were not included in the FY 1995-96 budget. Mr. John Madden of the Controller's Office states that, if the proposed ordinance is approved, and if there are insufficient funds available in the Superior Court's budget, the Controller will, under the general authority granted to him by the Board of Supervisors, make appropriate transfers to pay for the increased benefits and still keep the Superior Court's budget at the level adopted by the Board of Supervisors.

- Recommendations:**
1. Amend the proposed ordinance to set schedules of compensation and other economic benefits retroactive to July 1, 1995 unless otherwise specified in the ordinance.
 2. Amend the proposed ordinance to remove the salary increase for the 555 Chief Executive Officer, which has not yet been approved by the Courts.
 3. The Superior Court requests the amendment of the proposed ordinance to delete reference to the following classes, if the City - Municipal Attorneys Association (MAA) litigation is not resolved by the time of this hearing: 174 Staff Attorney, 175 Senior Criminal Research Attorney, and 676 Research Assistant. The Superior Court wishes to model compensation for these attorneys on the City's MOU with the MAA, which is currently the subject of litigation. Therefore, we consider amendment of the proposed ordinance to delete reference to these legal classifications to be a policy matter for the Board of Supervisors.
 3. Approval of the proposed ordinance, as amended, is a policy matter for the Board of Supervisors.

Item 11 - File 172-95-28

Department: Mayor's Office of Housing (MOH)

Item: Ordinance authorizing and approving an agreement between the City and the San Francisco Community College District ("District") for the District to provide lead abatement training to nonprofit lead abatement contractors to allow those contractors to perform lead hazard abatement work on residential dwellings pursuant to a lead hazard reduction program funded through the Mayor's Office of Housing (MOH) by the United States Department of Housing and Urban Development (HUD), which agreement includes an indemnity clause.

Description: The proposed ordinance would authorize the Mayor to enter into an agreement, entitled "Agreement for Education Program or Training," with the San Francisco Community College District (District). The agreement states that the City will pay the District \$127,350 from HUD grant funds, to 1) provide a general overview to nonprofit contractors, managers of low-income properties, and tenants and owners of the risks of lead exposure, including paths of absorption and methods of hazard reduction and 2) provide training to nonprofit contractors in lead hazard abatement so that these contractors will be able to perform lead hazard abatement work on residential dwellings in San Francisco. The contractors, managers, owners and tenants are referred to the District by MOH.

The agreement between the City and the District is part of the Mayor's Lead-Based Paint Hazard Reduction Program, also funded by HUD. The Mayor's Lead-Based Paint Hazard Reduction Program has three components: 1) educational outreach to increase citizen awareness about the hazards of lead and to identify residences in need of lead hazard abatement, 2) to perform lead hazard abatement in qualifying residences (based on criteria such as income and the presence of children in the home) and 3) to educate owners and tenants of residences with lead hazards on different methods to reduce risk.

Mr. Marv Rance of the MOH advises that there are few contractors currently qualified to perform lead hazard abatement. This agreement between the City and the San Francisco Community College District is designed to increase the number of contractors qualified to perform such work, while also providing job training opportunities to women and minorities. In order to be eligible for lead hazard abatement

training under this agreement, a nonprofit contractor cannot already be trained in lead hazard abatement. This agreement is also designed to increase general awareness about the risks of lead in residences, and methods to reduce risk.

The Board of Supervisors previously authorized MOH to apply for, accept and expend funds from HUD for the implementation of the Lead-Based Paint Hazard Abatement Program (File 68-90-10). In May of 1995, the Board of Supervisors approved the release of reserved funds to be used for four nonprofit contractors, including \$127,350 for the San Francisco Community College District (District), to provide services for the Lead-Based Paint Hazard Reduction Program (File 68-94-10.2). Based upon this approval, the City and the District entered into an agreement for the District to provide training to nonprofit contractors, property managers, owners and tenants. The District has already conducted one training session. Attached is the budget description for this agreement. Ms. Leslie Trutner of the City Attorney's Office advises that because the agreement between the City and the District contains an indemnity clause, it must be authorized by the Board of Supervisors.

It is at the District's request that the proposed agreement contains a mutual indemnity clause. The Department advises that at the recommendation of the City Attorney's Office, the Department has prepared an Amendment of the Whole to the proposed legislation to revise the mutual indemnity clause language to accurately reflect the mutual indemnity agreement. This Amendment of the Whole will be introduced at the Government Efficiency and Labor Committee meeting on July 11, 1995. The revised indemnity clause states that the City will indemnify and hold harmless the San Francisco Community College District against any and all 1) suits, 2) claims, 3) liabilities, 4) losses, 5) damages, 6) costs, and 7) expenses incurred by the District arising from personal or bodily injuries, property damage or otherwise, regardless of the reason, where any of those occurrences is caused by the City during the term of this agreement; and that the District will provide an identical indemnity to the City where any of those occurrences is caused by the District. This revised mutual indemnity clause establishes that to the extent the City or the District causes some claim or liability, then either party will be fully responsible for this claim or liability, and will indemnify, or hold harmless, the other party from any liability attached to the claim.

Comments:

1. Based upon Board of Supervisors prior authorization (File 68-94-10.2), the City and the San Francisco Community College District (District) entered into a preliminary agreement to provide training, as discussed above. The District's obligations under the preliminary agreement are contingent upon approval of the revised mutual indemnity clause by August 31, 1995. This proposed ordinance would authorize the agreement and the revised mutual indemnity clause it contains.

2. According to Ms. Trutner, a possible fiscal impact of the agreement between the City and the San Francisco Community College District (District) is that the City would have to assume responsibility for defending the District in a lawsuit where the City is alleged to have caused a problem, but the District is also named in the suit. The District would similarly have to assume responsibility for defending the City in a lawsuit where the District is alleged to have caused a problem, but the City is also named in the suit. Ms. Trutner advises that in the event of a lawsuit, without this clause if both the City and the District are named as defendants, neither would be responsible for the defense of the other, regardless of whom was allegedly responsible for causing the problem. In that case, to be removed as a defendant, either the City or the District would have to demonstrate to the Courts that they bore no responsibility for the alleged problem.

Recommendation: Approval of the proposed ordinance (Amendment of the Whole) is a policy matter for the Board of Supervisors.

MAYOR'S OFFICE OF HOUSING
CITY AND COUNTY OF SAN FRANCISCOFRANK M. JORDAN
MAYORTED DIENSTFREY
DIRECTOR

BUDGET

Instruction	\$ 34,020
Program Coordinator	\$ 35,000
Curriculum Development	\$ 35,000
Equipment	\$ 3,600
Instructional Materials	\$ 7,050
Supplies	\$ 6,200
Facility Usage	<u>\$ 6,480</u>
TOTAL	\$127,350

MAYOR'S OFFICE OF HOUSING
CITY AND COUNTY OF SAN FRANCISCO



FRANK M. JORDAN
MAYOR

TED DIENSTFREY
DIRECTOR

The Mayor's Office of Housing has requested the District to hire a 20 hour per week coordinator to develop and implement an outreach campaign to advertise and market the program, to provide up to 324 hours of instruction, up to 900 hours of curriculum development, up to \$3,600 for equipment, up to 324 hours for facility usage, up to \$7,050 for instructional materials, up to \$6,200 for supplies, to run a program in Lead Awareness and Lead-Based Paint Hazard Reduction/Interim Control. The total cost for this contract is \$127,350 during the period beginning January 2, 1995 through December 31, 1996.

Item 12 - File 172-95-29

- Department:** Municipal Railway
Public Transportation Commission
- Item:** Resolution authorizing the Director of Public Transportation to execute an indemnification and hold harmless provision with the San Francisco Bay Area Transit Operators who are parties to a Mutual Aid Agreement.
- Description:** The Public Transportation Commission wishes to enter into a Mutual Aid Agreement with other Bay Area transit operators. Such mutual aid agreements are authorized by the California Emergency Services Act, California Government Code Section 8630 et. seq. On April 25, 1995, the Public Transportation Commission adopted Resolution 95-058, approving the Agreement and commending it to the Board of Supervisors for consideration and approval of the "Liability and Hold Harmless" provision. Ms. Julia Ten Eyck of the City Attorney's Office states that this provision is the only section of the Agreement that requires Board of Supervisors approval.
- The San Francisco Metropolitan Transportation Commission (MTC) coordinated negotiation of a Mutual Aid Agreement between transit operators including Alameda-Contra Costa Transit District, San Francisco Bay Area Rapid Transit District, Contra Costa County Transportation Authority, Golden Gate Bridge, Highway and Transportation District, Livermore-Amador Valley Transit Authority, San Mateo County Transit District, Santa Clara County Transit District, the City of Vallejo and the San Francisco Municipal Railway (Muni). The San Francisco Bay Area Transit Operators Mutual Aid Agreement sets forth the mutual policies, procedures, and responsibilities of agencies entering into such a mutual aid arrangement.
- Under the terms of the Mutual Aid Agreement, one party may call upon any or all of the other party members in the event of an emergency, such as an earthquake or other natural disaster. Mutual aid would include loans of equipment, supplies and personnel, when the lending agency determines that its own needs can be met while rendering assistance. The agreement would be implemented on a voluntary basis; there would be no requirement that any transit operator make its equipment, personnel or facilities available to another agency. Any transit operator which requests and receives the mutual aid would be responsible for reimbursing the operator that provides the mutual aid for all

costs including personnel costs, transportation of equipment, supplies, fuel, lubrication and maintenance of the equipment used.

The proposed resolution would authorize the Director of Public Transportation to execute the indemnification and hold harmless provision of the Mutual Aid Agreement. According to this provision, the borrower indemnifies and holds harmless the transit operator providing the mutual aid from all claims, loss, damage, injury and liability of every kind that arises from negligent or wrongful acts of the borrower related to the work conducted under the Mutual Aid Agreement, including work conducted by personnel on loan to the borrower.

Comments:

1. Ms. Angela Karikas of the City Attorney's Office states that she has reviewed the Agreement and has approved it as to form, including the hold harmless clause that would be authorized by this resolution.

2. The term of the Agreement is unlimited, but a clause states that it shall be reviewed annually, and modified, if necessary, by written agreement of all of the parties. Any party can withdraw from the Agreement by providing 30 days' written notice to the other parties to the Agreement.

3. Mr. Guy Wright of the Muni advises that in an emergency situation (either in San Francisco or another participating jurisdiction), Muni would not be required to obtain the Board of Supervisors' authorization to request or provide mutual aid assistance. Instead, the Muni would notify the Board of Supervisors as soon as possible after the mutual aid assistance has been received or provided.

Mr. Wright advises that in a major disaster such as an earthquake, the Muni will most likely need to request assistance, rather than be able to provide assistance to another jurisdiction.

4. There is no immediate fiscal impact related to the hold harmless clause or other provisions of the Mutual Aid Agreement. If there were a disaster in the San Francisco area and Muni requested and received assistance from another party to the Agreement, the Muni would be required to reimburse such transit operator for their aid. Mr. Wright reports, however, that the Muni would have to pay for emergency aid if such aid was required even in the absence of the Mutual Aid Agreement. The Agreement serves to facilitate the immediate provision of aid. The Agreement requires that the lending transit operator provide a verbal

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cost estimate to the borrowing party within three days of the start of assistance, and provide weekly cost updates thereafter.

Recommendation: Approve the proposed resolution.

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Item 13 - File 25-95-4

NOTE: This item was continued at the June 27, 1995 meeting of the Government Efficiency and Labor Committee.

Department: Real Estate Department

Item: Resolution concurring with the Controller's certification as required by Charter Section 8.300-1 (Proposition J) that janitorial services at the City-owned building at 25 Van Ness Avenue can continue to be practically performed by a private contractor for lower cost than similar work services performed by City employees.

Services to be Performed: Janitorial Services

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for janitorial services for FY 1995-96 at 25 Van Ness Avenue would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City-Operated Service Costs</u>		
Salaries	\$163,794	\$193,454
Fringe Benefits	<u>51,318</u>	<u>56,649</u>
Total	\$215,112	\$250,103
<u>Contractual Services Cost</u>	<u>126,000</u>	<u>126,000</u>
<u>Estimated Savings</u>	\$89,112	\$124,103

Comments:

1. Mr. Robert Haslam of the Real Estate Department reports that certification under Charter Section 8.300-1 for contracting out these services was first approved in 1991.
2. Mr. Matthew Hymel of the Controller's Office, reports that the Contracted Service Cost used by the Controller's Office for the purpose of this analysis was the current contractor's charge for providing janitorial services for FY 1995-96.

BOARD OF SUPERVISORS
BUDGET ANALYST

3. Mr. Haslam advises that the City's current contract for janitorial services at 25 Van Ness Avenue is a two-year contract with Ward's Building Maintenance which expires June 30, 1996. Mr. Haslam adds that the City is expected to continue its contract with Ward's Building Maintenance. Ward's Building Maintenance is a certified MBE and does not provide health insurance to its employees.

4. Mr. Haslam reports that the building at 25 Van Ness Avenue is approximately two thirds occupied by City offices and one third occupied by private sector tenants. The City offices include the Arts Commission, Commission on Aging, Commission on the Status of Women, Human Rights Commission, Department of Public Health's AIDS Office, Department of Parking and Traffic, Public Guardian, Real Estate Department, Rent Arbitration Board, Sheriff's Investigative Services Division, Unreinforced Masonry Building (UMB) Seismic Safety Task Force, Mayor's Youth Forum and Tax Collector's Business Tax Office.

5. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Attachment900-2: Charter 8.300-1 (Proposition J) QuestionnaireCharter 8.300-1 (Proposition J) QuestionnaireDepartment Real Estate For time Period 7/1/95 - 6/30/96Contract Services Janitorial

- 1) Who performed services prior to contracting out?
Not applicable. City purchased .25 Van Ness in November 1991. A private contractor provided janitorial services.
- 2) Number of City employees laid off as a result of contracting out?
None.
- 3) If the employees were not laid off as a result of contracting out, what happened to them?
N/A
- 4) What percent of a City employee's time is spent on services to be contracted out?
None
- 5) How long have the services been contracted out?
3 1/2 yrs.
- 6) Will contract services meet goals of MBE/WBE Ordinance?
Yes

Robert E. Haslam
Department Representative
Robert E. Haslam

Telephone: 554-9873

Item 14 - File 25-95-5

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of June 27, 1995.

Department: Real Estate Department

Item: Resolution concurring with the Controller's certification that security services for 25 Van Ness Avenue can be practically performed by a private contractor for lower cost than similar work services performed by City and County employees.

Services to be Performed: Security Guard Services at 25 Van Ness Avenue

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for security guard services at the 25 Van Ness office building would result in the following estimated savings for FY 1995-96:

	Lowest Salary Step	Highest Salary Step
<u>City-Operated Service Costs</u>		
Salaries	\$117,473	\$138,685
Fringe Benefits	<u>39,015</u>	<u>42,827</u>
Total	\$156,488	\$181,512
 <u>Contractual Services Cost</u>	 <u>90,666</u>	 <u>90,666</u>
 <u>Estimated Savings</u>	 <u>\$ 65,822</u>	 <u>\$ 90,846</u>

Comments:

1. The security guard services at 25 Van Ness Avenue have been contracted out, continuously, since 1991 as allowed under Section 8.300-1 of the Charter of the City and County of San Francisco.
2. The current two-year contract, which expires on September 30, 1996, is with McCoy's Patrol Service, an MBE firm. According to Mr. Steve Alms of the Real Estate Department, McCoy's Patrol Service was one of four bidders for the contract that began on October 1, 1994. Mr. Alms

indicates that McCoy's Patrol Service does not provide health insurance for its employees.

3. The Contractual Services Cost used for the purpose of this analysis is the current contractor's estimated cost for security services for Fiscal Year 1995-96.

4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

5. Mr. Alms reports that the building at 25 Van Ness Avenue is approximately two thirds occupied by City offices and one third occupied by private sector tenants. The City offices include the Arts Commission, Commission on Aging, Commission on the Status of Women, Human Rights Commission, Department of Public Health's AIDS Office, Department of Parking and Traffic, Public Guardian, Real Estate Department, Rent Arbitration Board, Sheriff's Investigative Services Division, Unreinforced Masonry Building (UMB) Seismic Safety Task Force, Mayor's Youth Forum and Tax Collector's Business Tax Office.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Charter 8.300-1 (Proposition 1) Questionnaire

Department Real Estate

For time Period 10/1/94-9/30/96

Contract Services Security

- 1) Who performed services prior to contracting out?

Not applicable. City purchased 25 Van Ness in November 1991. A private contractor provided security services.

- 2) Number of City employees laid off as a result of contracting out?

None

- 3) If the employees were not laid off as a result of contracting out, what happened to them?

N/A

- 4) What percent of a City employee's time is spent on services to be contracted out?


None

- 5) How long have the services been contracted out?

3-1/2 years

- 6) Will contract services meet goals of MBE/WBE Ordinance?

Yes


Department Representative
Steve Alms

Telephone: (415) 554-9865

Memo to Government Efficiency and Labor Committee
July 11, 1995 Government Efficiency and Labor Committee Meeting

Item 15 - File 25-95-8

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of June 27, 1995.

Department: District Attorney

Item: Resolution concurring with the Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that armed security guard services can be practically performed for the District Attorney, Family Support Bureau, by a private contractor for a lower cost than similar services performed by City and County employees.

Services to be Performed: Armed Security Guard Services for the District Attorney, Family Support Bureau.

Description: The Controller has determined that contracting for Armed Security Guard Services for Fiscal Year 1995-96 will result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City Operated Service Costs</u>		
Personnel	\$55,418	\$65,537
Fringe Benefits	<u>15,967</u>	<u>17,794</u>
Total	\$71,385	\$83,331
<u>Estimated Contract Service Costs</u>	<u>56,250</u>	<u>56,250</u>
<u>Estimated Savings</u>	\$15,135	\$27,081

Comments: 1. An Armed Security Guard Services function was not required by the District Attorney, Family Support Bureau at its previous location at 291 Tenth Street. However, the Department has relocated to 617 Mission Street as of June 1, 1995, and according to the Family Support Bureau, it will require an armed security guard to (a) monitor visitors as they pass through a metal detector, (b) monitor three surveillance cameras, (c) be responsible for emergency response, and (d) perform minor maintenance tasks at the new facility. Therefore, this is a new Proposition J certification.

2. According to Mr. Merlin Zimmerly of the District Attorney's Family Support Bureau, the estimated contract service costs used for the purpose of this analysis is based on

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BUDGET ANALYST

an hourly rate of \$25, obtained as an informal quote from one of the City's current security guard contractors. The Armed Security Guard Services are needed from 8:00 a.m. to 5:00 p.m. (nine hours per day) Monday through Friday, when the building is open to the public. Based on 250 working days per year (261 weekdays less 11 holidays equals 250 days), the estimated annual contract cost is \$56,250 (\$25 per hour x 9 hours per day x 250 days per year equals \$56,250 per year).

3. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status and the health insurance status of the contractor, is attached.

4. According to Mr. Zimmerly, the City Purchaser is issuing an Invitation for Bids for these security services at 617 Mission Street. Selection of the contractor is subject to approval of the proposed resolution. According to the Family Support Bureau, the Invitation for Bids will be extended to MBE firms.

Recommendation: Approval the proposed resolution is a policy matter for the Board of Supervisors.

CHARTER 8.300-1 (PROPOSITION J) QUESTIONNAIRE

DEPARTMENT: DA/FSB

CONTRACT SERVICES: Security

CONTRACT PERIOD: June 1, 1995- June 30, 1996 (13 months)

- (1) Who performed activity/service prior to contracting out?
New function for new work site.
- (2) Number of City employees laid off as a result of contracting out?
0
- (3) Explain disposition of employees if they were not laid off?
N/A
- (4) What percentage of City employee's time is spent on services to be contracted out?
N/A
- (5) How long have the services been contracted out? Is this likely to be a one-time or an ongoing request for contracting out?
New request. Ongoing
- (6) What was the first fiscal year for a Proposition J certification? Has it been certified for each subsequent year?
95/96
- (7) How will contract services meet the goals of your MBE/WBE Action Plan?
Request for bid will be extended to MBE firms.
- (8) Does the proposed contract require that the contractor provide health insurance for its employees? Even if it is not required, does the proposed contractor provide health insurance for its employees?
No. Unknown

Department Representative: Merlin Zimmerly

Telephone Number: (415) 553-4319

Fax 553.4293

Memo to Government Efficiency and Labor Committee
July 11, 1995 Government Efficiency and Labor Committee Meeting

Item 16 - File 25-95-10

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of June 27, 1995.

Department: Department of Social Services

Item: Resolution concurring with the Controller's certification that security services can continue to be practically performed at the Department of Social Services by private contractor for lower cost than similar work performed by City and County employees.

Services to be Performed: Security Services at the following DSS locations:

170 Otis
150 Otis
1440 Harrison
1235 Mission
SFGH - Ward 80

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for security services at the DSS locations noted above would result in the following estimated savings for FY 1995-96:

	Lowest Salary Step	Highest Salary Step
<u>City-Operated Service Costs</u>		
Salaries	\$1,084,587	\$1,280,426
Fringe Benefits	<u>326,207</u>	<u>361,400</u>
Total	\$1,410,794	\$1,641,826
<u>Contractual Services Cost</u>	<u>879,925</u>	<u>879,925</u>
<u>Estimated Savings</u>	<u>\$ 530,869</u>	<u>\$ 761,901</u>

Comments: 1. According to Ms. Judith Schutzman, Director of Administrative Services at DSS, security services at the DSS

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locations noted above have been contracted out continuously as follows:

170 Otis - since 1978
150 Otis - since 1978
1440 Harrison - since 1986
1235 Mission - since 1992
SFGH Ward 80 - since 1989

2. The current two-year contract, which is with Burns International Security Services, includes all of the above DSS locations and expires on August 31, 1995. Burns Security, which is not a MBE/WBE firm, provides health insurance for its employees. According to Ms. Schutzman, the security services contract will be competitively bid for services beginning September 1, 1995.

3. The Contractual Services Cost used for the purpose of this analysis is the current contractor's estimated cost for security services for Fiscal Year 1995-96.

4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

Recommendation: Approve the proposed resolution.

CHARTER §8.300-1 (PROP J) QUESTIONNAIRE

Department Social Services 45

Contract Service Security Services

For the term 9/1/95 through 8/31/97

1) Who performed services prior to contracting out?

Services have always been contracted out.

2) Number of employees laid off as a result of contracting out?

None

3) Explain disposition of employees if they were laid off.

N/A

4) What percent of a City employee's time is spent on services to be contracted out?

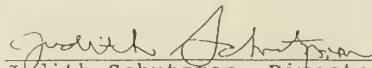
None

5) How long has the service been contracted out?

Since 1973

6) How will contract services meet the goals of your MBE/WBE action plan?

It will conform to the plan



Judith Schutzman, Director
Administrative Services
557-6432

Memo to Government Efficiency and Labor Committee
July 11, 1995 Government Efficiency and Labor Committee Meeting

Item 17 - File 25-95-12

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of June 27, 1995.

Department: Real Estate Department

Item: Resolution concurring with the Controller's certification that Janitorial Services for 1660 Mission Street can continue to be practically performed by private contractor for lower cost than similar work services performed by City and County employees.

Services to be Performed: Janitorial Services at 1660 Mission

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for janitorial services for FY 1995-96 at 1660 Mission Street would result in estimated savings as follows:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City-Operated Service Costs</u>		
Salaries	\$131,135	\$154,850
Fringe Benefits	41,471	45,733
Other Costs - Window Cleaning	<u>1,300</u>	<u>1,300</u>
Total	\$173,906	\$201,883
 <u>Contractual Services Cost</u>	 <u>85,500</u>	 <u>85,500</u>
 <u>Estimated Savings</u>	 <u>\$ 88,406</u>	 <u>\$116,383</u>

Comments: 1. Janitorial Services at 1660 Mission Street were first certified as required by Charter Section 8.300-1 in 1994 and have been contracted out continuously since then.

2. The current two year and three month contract expires on June 30, 1996, and is with Ward's Building Maintenance, an MBE firm. According to Mr. Larry Jacobson of the Department of Real Estate, Ward's Building Maintenance was one of four bidders for the contract that began on April 1,

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1994. Ward's Building Maintenance does not provide health insurance for its employees.

3. The Contractual Services Cost used for the purpose of this analysis is the current contractor's estimated cost for janitorial services for FY 1995-96 .

4. The Controller's Supplemental questionnaire with the Department's responses, including the MBE-WBE status of the contractor, is attached.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Charter 8,300-1 (Proposition J) Questionnaire

Department REAL ESTATE For time Period FY 95-96

Contract Services Janitorial

- 1) Who performed services prior to contracting out?

Wards Building Maintenance has performed janitorial service since building completion & occupancy by City on 4/1/94.

- 2) Number of City employees laid off as a result of contracting out?

0

- 3) If the employees were not laid off as a result of contracting out, what happened to them?

NA

- 4) What percent of a City employee's time is spent on services to be contracted out?

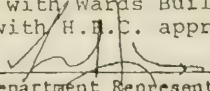
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- 5) How long have the services been contracted out?

since 4/1/94

- 6) Will contract services meet goals of MBE/WBE Ordinance?

Yes, present janitorial contract with Wards Building Maintenance was bid and awarded with H.B.C. approval.


Department Representative

Larry Jacobson
Real Property Officer

Telephone: 554-9862

Memo to Government Efficiency and Labor Committee
July 11, 1995 Government Efficiency and Labor Committee Meeting

Item 18 - File 25-95-13

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of June 27, 1995.

Department: Real Estate Department

Item: Resolution concurring with the Controller's certification that Security Services for 1660 Mission Street can continue to be practically performed by private contractor for lower cost than similar work services performed by City and County employees.

Services to be Performed: Security Services at 1660 Mission Street

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for security services for FY 1995-96 at 1660 Mission Street would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City-Operated Service Costs</u>		
Salaries	\$140,280	\$165,610
Fringe Benefits	<u>45,103</u>	<u>49,655</u>
Total	\$185,383	\$215,265
 <u>Contractual Services Cost</u>	 <u>90,929</u>	 <u>90,929</u>
 <u>Estimated Savings</u>	 <u>\$ 94,454</u>	 <u>\$124,336</u>

Comments:

1. Security Services at 1660 Mission Street were first certified as required by Charter Section 8.300-1 in 1994 and have been contracted out continuously since then.
2. The current two year and three month contract expires on June 30, 1995 and is with McCoy's Patrol Service, an MBE firm. According to Mr. Larry Jacobson of the Department of Real Estate, McCoy's Patrol Service was one of four bidders for the contract that began on April 1, 1994. McCoy's Patrol Service does not provide health insurance for its employees.

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3. The Contractual Services Cost used for the purpose of this analysis is the current contractor's estimated cost for security services for FY 1995-96.

4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Charter 8.300-1 (Proposition J) Questionnaire

Department REAL ESTATE

For time Period FY 95-96

Contract Services Security

- 1) Who performed services prior to contracting out?

McCoy's Patrol Service has provided security service beginning April 1, 1994, the date of initial building occupancy.

- 2) Number of City employees laid off as a result of contracting out?

0

- 3) If the employees were not laid off as a result of contracting out, what happened to them?

NA

- 4) What percent of a City employee's time is spent on services to be contracted out?

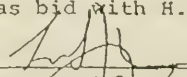
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- 5) How long have the services been contracted out?

Beginning April 1, 1994

- 6) Will contract services meet goals of MBE/WBE Ordinance?

Current contract for FY 94-95 was bid with H.R.C. approval.


Department Representative

Larry Jacobson
Real Property Officer

Telephone: 554-9862

Memo to Government Efficiency and Labor Committee
July 11, 1995 Government Efficiency and Labor Committee Meeting

Item 19 - File 25-95-14

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of June 27, 1995.

Department: Department of Public Health (DPH)

Item: Resolution concurring with the Controller's certification that weekend and holiday security guard services can continue to be practically performed for the Department of Public Health, SFGH, Substance Abuse Services, by private contractor for a lower cost than similar work services performed by City and County employees.

Services to be Performed: Security Guard Services for Substance Abuse Services located at 1001 Potrero.

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for security guard services at 1001 Potrero for FY 1995-96 would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City-Operated Service Costs</u>		
Salaries	\$6,624	\$ 7,820
Fringe Benefits	<u>2,185</u>	<u>2,400</u>
Total	\$8,809	\$10,220
<u>Contractual Services Cost</u>	<u>5,712</u>	<u>5,712</u>
<u>Estimated Savings</u>	<u>\$3,097</u>	<u>\$ 4,508</u>

Comments:

1. Security services for DPH's Substance Abuse Services were first certified as required by Charter Section 8.300-1 in fiscal year 1983-84 and have been provided by an outside contractor since then.

2. The current one-year contract, which expires June 30, 1995, is with Cal State Patrol, an MBE firm. Cal State

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BUDGET ANALYST

Patrol provides health insurance for its employees. The DPH is seeking to renew the current contract with Cal State Patrol, based on the company's demonstrated ability to serve the substance abuse population.

3. The Contractual Services Cost used for the purpose of this analysis is the current contractor's estimated cost for security guard services for FY 1995-96.

4. The Controller's supplemental questionnaire with the Department's responses including the MBE/WBE status of the contractor, is attached.

Recommendation: Approve the proposed resolution.

CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department SFGH Psychiatry - Substance Abuse Services

Contract Services Security Guard Services

For the term starting approximately 7/1/95 through 6/30/96

1) Who performed services prior to contracting out?

These services have always been contracted out.

2) Number of City employees laid off as a result of contracting out?

None.

3) Explain disposition of employees if they were not laid off.

No city employee has ever been hired for this service.

4) What percent of a City employee's time is spent on services to be contracted out?

None.

5) How long have the services been contracted out?

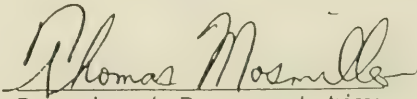
Eleven years.

6) What was the first fiscal year for a Proposition J Certification?

FY 83-84.

7) How will contract services meet the goals of your MBE/WBE Action Plan?

The vendor is a minority owned business.


Department Representative

Telephone 206-3939

Item 20 - File 25-95-16

Department: Chief Medical Examiner-Coroner

Item: Resolution concurring with the Controller's certification that transcription services for the Medical Examiner's Office can be practically performed by private contractors for lower cost than similar work services performed by City and County employees.

Services to be Performed: Transcription services for the Medical Examiner-Coroner.

Description: The Controller has determined that contracting for transcription services for Fiscal Year 1995-96 will result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City-Operated Service Costs</u>		
Personnel	\$30,982	\$36,585
Fringe Benefits	<u>9,491</u>	<u>10,501</u>
Total	\$40,473	\$47,086
<u>Estimated Contract Service Cost</u>	<u>36,000</u>	<u>36,000</u>
<u>Estimated Savings</u>	\$4,473	\$11,086

Comments: 1. This would be the first time that such transcription services would be contracted out by the Medical Examiner.

2. The Chief Medical Examiner-Coroner would utilize transcription services to type autopsy and pathology reports. The \$36,000 estimated contract service cost is based on 6,000 pages of transcription at \$6 per page. Mr. Herb Hawley of the Medical Examiner's Department states that the Department obtained informal bids from three firms with which the Department of Public Health (DPH) currently contracts for a portion of DPH medical transcription services.

3. Mr. Hawley advises that the proposed resolution would result in the layoff of one of the three permanent Class 1440 Medical Transcriber Typists currently employed by the Medical Examiner. (Although four Class 1440 Medical Transcriber Typists are currently listed as authorized in the Medical Examiner's budget, one of these positions has been TXed for a 1426 Senior Clerk Typist, leaving three filled 1440 Medical Transcriber Typist positions.)

4. In addition, because of a reduction in funding of salaries imposed by the Mayor in the FY 1995-96 budget, Mr. Hawley advises that the Chief Medical Examiner-Coroner plans to lay off an additional 1440 Medical Transcriber Typist, whether or not the proposed contract is approved, in order to meet budgetary constraints in FY 1995-96. For this reason, the Chief Medical Examiner-Coroner expects to reduce the production of documents so that all transcription needs can be met through the proposed contract and one remaining 1440 Medical Transcriber Typist.

Mr. Hawley states that the Medical Transcriber Typists currently type approximately 10,000 pages of autopsy and pathology reports per year, in addition to providing a range of clerical services such as answering telephones, typing reports to various State agencies, typing correspondence such as notifications of death, maintaining patient inventory cards, and responding to requests for copies of records. Mr. Hawley advises that the clerical services would be performed by the remaining 1440 Medical Transcriber Typist (who would also carry out corrections to the contracted transcription work), and a 1426 Senior Clerk Typist (the position created through the TX described above).

Mr. Hawley reports, however, that because of budget constraints, the proposed contract would be for 6,000 pages, rather than the 10,000 pages of transcription that are currently produced by the Department. Mr. Hawley advises that the Department plans to reduce transcription needs by creating condensed formats for reports and providing only check-off forms for some external examination reports.

5. The Controller's supplemental questionnaire with the Department's responses is attached.

6. Mr. Hawley states that the Medical Examiner's Office will issue an Invitation for Bids for these transcription services upon approval of the proposed resolution. Mr. Hawley states that bids from MBE/WBE firms are being actively solicited. Because the contractor has not yet been selected, it is not known whether or not the contractor will provide health insurance to employees working on the proposed contract.

7. Mr. Ruben Garcia of Service Employees International Union (SEIU), Local 790 states that SEIU is opposed to the contracting out of the Medical Examiner's transcription services.

Memo to Government Efficiency and Labor Committee
July 11, 1995 Meeting of Government Efficiency and Labor Committee

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

BOARD OF SUPERVISORS
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Charter 8.300-1 (Proposition J) Questionnaire

Department Medical Examiner For time Period 07/01/1995 on

Contract Services Medical Transcription —

- 1) Who performed services prior to contracting out?
1440 Medical Transcriptionists
- 2) Number of City employees laid off as a result of contracting out?
One
- 3) If the employees were not laid off as a result of contracting out, what happened to them? We currently have one unfilled position
- 4) What percent of a City employee's time is spent on services to be contracted out?
100%
- 5) How long have the services been contracted out? This is the first time and it is a budget driven decision which will need to be extended as long as the budget is tight
- 6) Will contract services meet goals of MBE/WBE Ordinance? Bids from MBE-WBE firms are being actively solicited. I have advised these firms to seek certification as soon as possible if they are not already certified.

H. Hawley H. Hawley
Department Representative

Telephone: 553-1694

Item 21 - File 25-95-17

Department: Department of Public Health (DPH), San Francisco General Hospital (SFGH)

Item: Resolution concurring with the Controller's Certification of costs required by Charter Section 8.300-1 (Proposition J) that laundry processing services can continue to be practically performed for the Department of Public Health, San Francisco General Hospital, by a private contractor for a lower cost than similar work services performed by City and County employees.

Services to be Performed: Laundry Processing Service at San Francisco General Hospital.

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for laundry processing services at San Francisco General Hospital for FY 1995-96 would result in estimated savings as follows:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City-Operated Service Costs</u>		
Salaries	\$222,960	\$263,299
Fringe Benefits	75,326	82,607
Operating Expenses	92,400	92,400
Capital Costs *	<u>255,972</u>	<u>255,972</u>
Total	\$646,658	\$694,278
<u>Contractual Services Cost</u>	<u>629,152</u>	<u>629,152</u>
<u>Estimated Savings</u>	<u>\$17,506</u>	<u>\$65,126</u>

* Amortized over seven years @ 7%.

Comments: 1. Laundry services for San Francisco General Hospital were first certified as required by Charter Section 8.300-1 in 1994.

2. The current one-year contract expires on June 30, 1995 and is with West Coast Valet Services. The DPH has selected West Coast Valet Services, based on a competitive bid process, to continue the provision of these services. West Coast Valet Services is a MBE firm which provides health insurance to its employees. The laundry processing contract cost for FY 1995-96 is \$0.265 per pound or \$0.025 per pound less than the FY 1994-95 contract cost of \$0.29 per pound. DPH estimates the total annual weight of the laundry is 2.5 million pounds.

3. The Contractual Services Cost used for the purpose of this analysis is West Coast Valet Services' estimated cost for laundry services for FY 1995-96.

4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

Recommendation: Approve the proposed resolution.

CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department: Public Health, San Francisco General Hospital (SFGH)

Contract Services: Laundry Services for SFGH

Contract term starting approximately July 1, 1995, through June 30, 1996.

Services performed prior to contracting out? Civil Service employees. The level of staffing at SFGH was reduced to 12 employees as a result of contracting out in July of 1994. Since 1 - 2780 Laundry Supervisor has resigned from his position at SFGH the number was reduced to 11 employees as the new level of staffing at SFGH. Originally, laundry services were performed by 34 civil service employees: 1 FTE 2786 General Services Manager; 2 FTE's 2780 Laundry Supervisors; 1 FTE 2772 Sewing Technician; 11 FTE's 2770 Sr. Laundry Workers and 19 FTE's 2760 Laundry Workers. (However, 1 - 2760 Laundry Worker retired and was never replaced and 1 - 2780 Laundry Supervisor resigned from his position at SFGH.)

Proposed level of staffing to be used to reflect efficiencies in the laundry operations if new equipment is installed (the old equipment was sold and removed from the premises), would be 21 employees: 1 FTE 2786 General Services Manager; 1 FTE 1426 Clerk Typist; 1 FTE 2772 Sewing Technician; 7 FTE's 2770 Sr. Laundry Workers and 11 FTE's 2760 Laundry Worker.

Number of City employees laid off as a result of contracting out? A total of 19 laundry workers were laid off from laundry worker positions and placed in #9910 positions within the Department of Public Health. (2 - 2770 Senior Laundry Worker and 17 - 2760 Laundry Workers.) However, no one was separated from City and County service.

Disposition of employees if they were not laid off. The following 11 classifications remained at SFGH to complete the linen distribution system: 1 FTE 2786 General Services Manager; 1 FTE 2772 Sewing Tech.; 6 FTE's 2770 Senior Laundry Worker; 3 FTE's 2760 Laundry Worker. These work assignments were not affected by the proposed Proposition J. The other 23 employees were either reassigned to Laguna Honda Hospital, placed in 9910 positions within the Department of Public Health, resigned, retired or took a voluntary leave to accept another position.

Where employees were assigned to duties in 9910 positions as follows: #2760; 1 assigned to SFGH Housekeeping as a Porter; 1 assigned to Asst. Storekeeper duties in Pharmacy (may be reassigned to Housekeeping) SFGH; 1 assigned to clerical duties in the Rehabilitation Department; 1 assigned to Building & Grounds as a porter; 1 assigned to Human Resource Services as a personnel clerk (resigned effective COB 7/8/94 to accept a position in the U.S. Postal Service); 1 assigned to train as security guards in Institutional Police Department; 1 assigned to AIDS Office; 4 assigned to Laguna Honda Hospital (LHH) laundry; 1 assigned to LHH Housekeeping as a porter; 2 assigned to LHH Food Services as Food Service Workers; #2770: 1 assigned to SFGH Messenger Center transporting patients and specimens; 1 assigned to LHH Laundry services.

In addition, 3 employees voluntarily took a leave to accept #9910 positions: 1 - 2770 Senior Laundry Worker and 1 - 2760 Laundry Worker are being trained in SFGH Security; 1 - 2760 Laundry Worker is being trained in SFGH Radiology Department performing clerical duties.

What percent of a City employee's time is spent on services to be contracted out? Approximately 2% or less. Assistant Hospital Administrator's (Classification #2143) time would be spent on administering this contract.

How long have the services been contracted 1 year (since July 1, 1994). Services will be contracted out

on July 1, 1995, during the construction shut-down of the Power Plant Building for seismic code upgrades.

When was the first fiscal year for a Proposition J Certification? Fiscal year 1994/1995.

Will contract services meet the goals of your MBE/WBE Action Plan? A new contractor will be selected through a competitive bid process. All interested MBE/WBE/LBE will be notified and will be encouraged to bid.

Madeline Petersen

Department Representative

206-3486

Telephone

Item 22 - File 25-95-18

Department: Medical Examiner/Coroner

Item: Resolution concurring with the Controller's certification that body removal services for the Medical Examiner's Office can continue to be practically performed by private contractor for lower cost than similar work service performed by City and County employees.

Services to be Performed: Body Removal Services for the Medical Examiner/Coroner

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for body removal services for FY 1995-96 would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City-Operated Service Costs</u>		
Salaries	\$101,163	\$122,761
Fringe Benefits	<u>26,056</u>	<u>29,954</u>
Total	\$127,219	\$152,715
<u>Contractual Services Cost</u>	<u>106,250</u>	<u>106,250</u>
<u>Estimated Savings</u>	<u>\$ 20,969</u>	<u>\$ 46,465</u>

- Comments:**
1. Body removal services for Medical Examiner/Coroner were first certified as required by Charter Section 8.300-1 in 1994.
 2. The current one-year contract expires on August 13, 1995 and is with Coleman's Funeral Service, an MBE firm that provides health insurance for its employees. According to Mr. Herbert Hawley of the Medical Examiner/Coroner's Office, the Department intends to obtain competitive bids for these services. ~~Since a new contractor~~ has not, as yet, been selected, it is unknown as to whether such contractor will provide health insurance for its employees. Mr. Hawley advises that the contract will be bid and awarded in accordance with the City's MBE/WBE Ordinance.

Memo to Government Efficiency and Labor Committee
July 11, 1995 Government Efficiency and Labor Committee Meeting

3. The Contractual Services Cost used for the purpose of this analysis is the current contractor's estimated cost for body removal services for FY 1995-96.

4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

95 JUN -6 PM 2:01

900-2: Chapter 8.300-1 (Proposition J) Questionnaire

Charter 8.300-1 (Proposition J) Questionnaire

Department: Medical Examiner

For Time Period: 07/01/1995 on

Contract Services: Body Removal Services

1. Who performed services prior to contracting out?
Medical Examiner's investigators as a part of their other duties.
2. Number of City employees laid off as a result of contracting out?
0 (None)
3. If the employees were not laid off as a result of contracting out, what happened to them?
One was promoted; one was terminated; one has resigned.
4. What percent of a City employee's time is spent on services to be contracted out?
Variable as removals are made on an as needed basis, but this is a small part of the investigator's work.
5. How long have the services been contracted out?
Since August 1994.
6. Will contract services meet goals of MBE/WBE Ordinance?
Bids from MBE/WBE firms are being actively solicited. I have advised these firms to seek certification as soon as possible if they are not already certified.


Department Representative

Telephone: 553-1694

Item 23 - File 60-95-6

1. This item is a motion ordering the submission of an ordinance to the qualified voters of the City and County of San Francisco, at an election to be held on November 7, 1995, which would require the Board of Supervisors to set the amount that a taxicab operator may charge a taxicab driver for use of the taxicab, and the amount that a taxicab permit holder may charge an operator for the use of the permit. The subject ordinance would also require that all taxicabs belong to a City-wide centralized dispatch service and that all corporations holding taxicab permits surrender their permits over a three-year period beginning in 1999, unless they apply for and are granted permission to have the corporate permits reissued in the name of a natural person. The subject ordinance would also (a) provide for the issuance of peak-time and wheelchair-accessible permits; (b) require that permit applicants hold valid drivers permits as a condition to remaining on the taxicab permit waiting list; (c) impose driving requirements to be met before a taxicab permit can be issued; (d) modify annual driving requirements for taxicab permit holders and (e) demand periodic safety inspections of taxicabs.

2. In order to operate a taxicab for hire on the streets of the City and County of San Francisco, one must apply for a taxicab permit or "medallion" from the Police Commission. Taxicab companies, such as Yellow Cab Company, Luxor Cab Company and De Soto Cab Company, are primarily consortiums of individuals who each possess their own taxicab permits. Taxicab companies pay individual permit holders a "permit use" fee for the right to operate taxicabs under those individuals' taxicab permits. While some individual taxicab permit holders are required by law to drive a taxicab a certain number of hours each year (see No. 3 below), such permit holders often lease their permits out to taxicab companies to use during those hours when the individual permit holder is not driving the taxicab.

Upon entering into a lease to use an individual permit holder's taxicab permit, a taxicab company is then able to lease a vehicle out to a taxicab driver under that permit. In general, under this arrangement, the taxicab company is responsible for providing and maintaining the vehicle and for providing a dispatch service to the taxicab driver in return for a "gate" fee. A gate fee is a monetary fee paid by a driver to a taxicab company for the privilege of driving a particular taxicab during a particular shift. After payment of the gate fee, the taxicab driver is then entitled to retain the passenger fares collected from driving the taxicab during that particular shift, subject to the maximum fare rates as set by the Board of Supervisors.

According to the proposed ordinance, individual taxicab permit holders have engaged in profiteering in permit-use fees, which has in turn resulted in higher gate fees to drivers for the use of taxicabs. Because the rate structure for the taxicab industry is regulated by the Board of Supervisors, taxicab drivers are limited in the extent to which they can pass on increases in gate fees to passengers. As such, according to the proposed ordinance, these high permit-use charges and gate charges have led to low driver earnings and a high rate of driver turnover. In addition, the proposed ordinance further states that such profiteering has resulted in taxicab fares which, although regulated, are unnecessarily high.

3. Prior to 1978, corporations, as well as individuals, were permitted to own taxicab permits. According to the proposed ordinance, one of the purposes of Proposition K was to effect the removal of taxicab permits from corporate control. Proposition K, which was approved by the San Francisco electorate in 1978, required the issuance of non-transferable, free taxicab permits to individuals, subject to the requirement that individual permit holders be active taxicab drivers. As such, under Proposition K, corporations were no longer eligible to receive taxicab permits. Corporations which did own taxicab permits that were acquired prior to the approval of Proposition K were required to surrender those permits if ten percent or more of the stock ownership or assets of the corporation was sold or transferred, unless such sale or transfer was approved by the Police Commission.

However, according to the proposed ordinance, certain corporations have been able to retain or "grandfather" some of their taxicab permits by failing to surrender their taxicab permits upon the sale or transfer of ten percent or more of their stock ownership or as a result of insufficient enforcement of Proposition K's provisions regarding the surrender of corporate permits. In addition, the proposed ordinance states that there has also been insufficient enforcement of Proposition K's active driving requirement, which stipulates that individual taxicab permit holders must drive a taxicab a certain number of hours each year.

4. According to the proposed ballot measure, which would be submitted to the voters at an election on November 7, 1995, the following provisions of the proposed ordinance are designed to safeguard the public welfare and the safety of taxicab users, prevent abuses, more efficiently utilize the present fleet of taxicabs and provide better taxicab service:

- **Taxicab Gate Fee Regulation**

The subject ordinance would require the Board of Supervisors to establish maximum gate fees. The Board of Supervisors may, by ordinance, require the Police Commission to hear petitions of taxicab companies seeking permission to charge gate fees in excess of the maximum gate fee. The Police Department would analyze petitions and make recommendations as to whether to grant or deny such petitions.

- **Regulation of Permit-Use Fees**

The subject ordinance would require the Board of Supervisors to set maximum permit-use fees, based on a comparison with prevailing permit-use rates in other cities of comparable size.

- **Procedures for Establishing Gate Fees and Permit-Use Fees**

The subject ordinance provides that the Board of Supervisors shall conduct hearings to determine maximum gate fees, permit-use fees and rates of fare. The proposed ordinance provides that, should the Board of Supervisors reduce gate fees by more than \$5 per shift from the average gate fee charged in San Francisco on January 1, 1995, the savings in excess of \$5 per shift shall be divided equally between the taxicab driver, in the form of higher earnings, and the public, in the form of lower passenger fares. Subsequent to

the initial hearings, hearings to determine fees and rates would be conducted every two years by the Board of Supervisors. The Controller would be authorized to establish regulations for the keeping and filing of financial statements and other records by taxicab permit holders and taxicab companies for the purpose of determining fees.

- **Centralized Dispatch System**

Under the proposed ordinance, the Police Commission would conduct public hearings on establishing, operating and maintaining a centralized dispatch system, under which (a) each taxicab dispatch service would maintain a distinct identity and separate telephone number; and (b) at the caller's option, another taxicab dispatch service could respond if his/her call is not assigned to a taxicab within a specified time period. In response to further public hearings, the Police Commission would have the option of altering the structure and operation of the centralized dispatch system from the form described above.

- **Public Convenience and Necessity Hearings**

The Police Commission would conduct public hearings every two years to determine if additional measures must be adopted in order to improve taxicab service. Before issuing additional taxicab permits, the Police Commission would be required to consider other methods of improving taxicab service.

- **Peak-Time Permits**

The Police Commission would be authorized to issue a new class of taxicab permits by limiting the days, times or shifts during which taxicabs operating under such permits could be employed, in order to increase the availability of taxicabs during periods of high demand.

- **Wheelchair-Accessible Taxicabs**

The Police Commission would be authorized to issue permits to operate wheelchair-accessible taxicabs as needed.

- **Surrender and Reissuance of Permits**

The proposed ordinance provides that new taxicab permits would have to be issued to all taxicab permit owners within a specified time period. If the taxicab permit is currently owned by a business (other than a corporation), the new taxicab permit would have to be issued in an individual's name, to be designated by the permit owner.

With regard to taxicab permits that are currently in a corporation's name, corporations would be authorized to file an application with the Police Commission to reissue that permit to an individual to be designated by the corporation. This individual would be required to be a shareholder in the corporation. However, the application for reissuance could only be granted if less than ten percent of the stock ownership of the corporation had been transferred since the effective date of Proposition K. If ten percent or more of the corporation's stock ownership had been transferred since the effective date of Proposition K, the application for reissuance of a taxicab permit would

have to be denied, and the corporate taxicab permit would be considered null and void. All corporate taxicab permits for which an application for reissuance is not filed would have to be surrendered over a three-year period beginning in 1999. All permits surrendered would be reissued to persons on the taxicab permit waiting list.

- **Waiting List of Permit Applicants**

The Police Commission would consolidate the two existing permit waiting lists into one waiting list of permit applications. All applicants for taxicab permits would be required to hold a valid drivers permit and to maintain a valid drivers permit while on the waiting list.

- **Eligibility of Taxicab Permits**

An applicant for a taxicab permit would be eligible to receive a permit only if the applicant had served as a taxicab driver for a specified number of shifts in San Francisco.

- **Requirements for Permittee-Divers**

Taxicab permit holders who acquired their permits after the approval of Proposition K would be required to drive at least 180 taxicab shifts per year.

- **Safety Inspections**

The Police Commission would be required to conduct inspections of taxicabs once every six months.

- **Penalties**

Any taxicab permit holder who violated any provision of the proposed ordinance would be subject to penalties, as specified in the proposed ordinance.

- **Permit Fees**

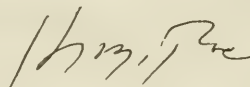
The proposed ordinance provides that the annual fees set pursuant to the San Francisco Police Code for drivers permits, taxicab permits and other permits would be set at whatever levels were sufficient to cover the estimated costs associated with enforcement of the proposed ordinance, including personnel costs. Any such fee increases would be subject to approval by the Board of Supervisors.

Comment

Based on new responsibilities that would have to be undertaken by the Police Department under the proposed ordinance, Officer Farrell Suslow of the Police Department estimates that additional staff would have to be added. This additional staff would consist of approximately 1.5 FTEs in clerical staff and one additional Q2 Police Officer, at a total estimated cost of \$125,000 per year. Under the proposed ordinance, the Police Department would be authorized to increase various fees charged to taxi drivers and taxicab permit holders in order to reimburse the City for the additional cost of implementing and enforcing the proposed ordinance. Any fee increases would require separate approval by the Board of Supervisors.

Recommendation

Approval of the proposed motion is a policy matter for the Board of Supervisors.


Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Ammiano
Supervisor Teng
President Shelley
Supervisor Kaufman
Supervisor Migden
Supervisor Alioto
Supervisor Bierman
Supervisor Hsieh
Supervisor Kennedy
Supervisor Leal
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

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CALENDAR

REGULAR MEETING
GOVERNMENT EFFICIENCY AND LABOR COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, JULY 11, 1995 - 1:00 P.M.

Veterans Building
401 Van Ness Ave., Room 410

PRESENT: Supervisors Terence Hallinan, Tom Ammiano, Mabel Teng

ABSENT: Supervisor Hallinan Items 9, 10 and 11

Supervisor Ammiano Items 16 and 17

Supervisor Teng - Items 1(a) - 1(g), 1(i), 3, 14, 21, 23 and 24

CLERK: Gail Johnson

DOCUMENTS DEPT.

JUL 17 1995

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CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine, and will be acted upon by a single roll call vote. There will be no separate discussion of these items unless a member of the Committee or the public so requests, in which event the matter shall be removed and considered as a separate item.
 - (a) File 94-91-5.3. [Reserved Funds, Public Transportation Commission] Hearing requesting release of reserved funds, Public Transportation Commission, (Federal Surface Transportation Funds) in the amount of \$490,000, for MUNI Eureka Portal rehabilitation. (Public Transportation Commission)
 - (b) File 94-92-7.4. [Reserved Funds, Public Transportation Commission] Hearing requesting release of reserved funds, Public Utilities Commission, (Federal Section 9 Funds) in the amount of \$386,250, for the tactile edging phase of the MUNI program. (Also see File 94-93-3.2). (Public Transportation Commission)
 - (c) File 148-92-4.5. [Reserved Funds, Department of Public Works] Hearing requesting release of reserved funds, Department of Public Works, in the amount of \$741,793, for pavement renovation of various streets, Pavement Renovation #1 Project. (Department of Public Works)
 - (d) File 94-93-3.2. [Reserved Funds, Public Transportation Commission] Hearing requesting release of reserved funds, Public Transportation Commission, (Federal Section 9 Funds) in the amount of \$240,000, for the tactile edging phase of the MUNI program. (Also see File 94-92-7.4) (Public Transportation Commission)

- (e) File 148-94-2.3. [Reserved Funds, Dept. of Public Works] Hearing requesting release of reserved funds, Department of Public Works, in the amount of \$585,170, for roadway work on City Streets in accordance with the State-Local Transportation Partnership Program, 5th Cycle. (Department of Public Works)
- (f) File 38-95-4. [Gift Acceptance, Recreation and Park] Resolution accepting one gift valued at \$50,000.00, for use by the Recreation and Park Department. (Recreation and Park Department)
- (g) File 89-95-3. [SDI Coverage, 3426 Urban Forester] Resolution authorizing enrollment of Classification(s) 3426 Urban Forester in the State Disability Insurance Program. (Department of Human Resources)
- (h) File 138-95-3. [Grant - State, Victim Witness Assistance Program] Resolution authorizing the District Attorney of the City and County of San Francisco to apply for, accept and expend funds in the amount of \$56,989 available through the Office of Criminal Justice Planning for a project entitled "Special Emphasis Victim Witness Assistance Program" for the twelve month period July 1, 1995 through June 30, 1996, and waiving indirect cost due to funding restraints. (District Attorney)
- (i) File 143-95-1. [Grant - State, Anti-Drug Abuse Enforcement Program] Resolution authorizing the Chief of Police of the City and County of San Francisco to apply for retroactively, accept and expend funds in the amount \$148,997, which includes indirect costs of \$7,450 based on five percent of the total grant award, for continual funding for a project entitled "Anti-Drug Abuse Enforcement Program." (Police Department)
- (j) File 146-95-8. [State Grant, STD Prevention & Control Program] Resolution authorizing the Department of Public Health, Community Public Health Services, to accept and expend a grant of \$16,781 from the California Department of Health Services, STD Control Branch, for STD Outreach, Education and Referral Services; waiving indirect costs. (Department of Public Health)

ACTION: Item (a) and (j) removed from Consent Calendar. Remainder of Consent Calendar recommended.

- a. File 94-91-5.3. Release of \$490,000 approved. Filed.
- b. File 94-92-7.4. Release of \$386,250 approved. Filed.
- c. File 148-92-4.5. Release of \$741,493 approved. Filed.
- d. File 94-93-3.2. Release of \$240,000 approved. Filed.
- e. File 148-94-2.3. Release of \$585,170 approved. Filed.
- f. File 38-95-4. Recommended.

- g. File 89-95-3. Recommended.
- h. File 138-95-3. Hearing held. Amendment of the Whole adopted. Recommended as amended. New title: "Authorizing the District Attorney of the City and County of San Francisco to retroactively apply for, accept and expend funds in the amount of \$67,988 available through the Office of Criminal Justice Planning for a project entitled 'Special Emphasis Victim Witness Assistance Program' for the twelve month period July 1, 1995 through June 30, 1996, and waiving indirect cost due to funding restraints."
- i. File 143-95-1. Recommended.
- j. File 146-95-8. Hearing held. Amended on lines 2 and 10, after "expend," by adding "retroactively." Recommended as amended. New title: "Authorizing the Department of Public Health, Community Public Health Services, to accept and expend, retroactively, a grant of \$16,781 from the California Department of Health Services, STD Control Branch, for STD Outreach, Education and Referral Services; waiving indirect costs."

REGULAR CALENDAR

- 2. File 97-95-15. [Membership Criteria for Retirement System] Ordinance amending Administrative Code Section 16.42 and deleting Section 16.43 regarding Membership Criteria for Retirement System. (Department of Human Resources)
(Consideration continued from 6/27/95)

ACTION: Hearing held. Amendment of the Whole bearing same title adopted. Further amended on page 6, line 22, by replacing "aply" with "apply"; and on page 6, line 23, after "San Francisco," by adding "Community."
Consideration continued to July 25, 1995, meeting.

- 3. File 93-95-49. [Memorandum of Understanding] Ordinance implementing the provisions of an amendment to the Memorandum of Understanding between the Service Employees International Union, AFL-CIO, Locals 250, 535 and 790 and the City and County of San Francisco to be effective July 1, 1995. (Supervisors Hsieh, Kaufman, Bierman, Alioto)

ACTION: Hearing held. Amended on line 13, after "effective," by adding "retroactive to." Recommended as amended. (Supervisor Ammiano added as a co-sponsor.)

- 4. File 169-95-1. [Street Artists Selling Spaces] Resolution redesignating two selling spaces on Beach Street, northwest corner, at Hyde Street for street artists certified by the Art Commission. (Supervisor Hallinan)

ACTION: Hearing held. Amended on page 2, line 7, by replacing "Housing and Land Use" with "Government Efficiency and Labor." Recommended as amended.

5. File 246-95-1. [Ballot Measure-Campaign Contribution Ordinance] Motion ordering submission of an ordinance, establishing voluntary expenditure limits for candidates for San Francisco elective office and making related changes to the San Francisco Municipal Election Campaign Contribution Control Ordinance for the November 7, 1995 election. (Supervisors Hallinan, Alioto)

ACTION: Hearing held. Recommended.

6. File 223-95-14. [Paradise Lounge] Resolution determining that expansion of the liquor license of the Paradise Lounge, located at 308 - 11th Street, to include the adjacent and contiguous space called the Transmission Theater, will serve the convenience and necessity of the people of the City and County of San Francisco. (Supervisor Hallinan)

ACTION: Hearing held. Amendment of the Whole prepared in Committee. Recommended as amended. New title: "[Transmission Theater Liquor License] Determining that a separate liquor license for 314 - 11th Street or a duplicate of the liquor license of the Paradise Lounge, located at 308 - 11th Street, to include the adjacent and contiguous space called the Transmission Theater at 314 - 11th Street, will serve the convenience and necessity of the people of the City and County of San Francisco."

7. File 65-95-5. [Sublease Amendment, 25 Van Ness Avenue] Ordinance authorizing and approving an amendment of sublease of City-owned property at 25 Van Ness Avenue, portion of lower level (Lot 4, Block 834) to the New Conservatory Children's Theatre Company and School, a non-profit corporation, commencing retroactively on May 15, 1995. (Real Estate Department)

ACTION: Hearing held. Recommended.

8. File 94-95-2. [State Grant, Bio-Diesel Demonstration Project] Resolution authorizing the Public Transportation Commission retroactively to apply for, accept and expend \$510,000 of Regional Bay Air Quality Management District Capital Assistance including the required local match contribution of \$286,000 from the San Francisco Municipal Railway Improvement Corporation and \$210,300 from the National Bio-Diesel Board for the Bio-Diesel Demonstration Project. (Supervisor Leal)

ACTION: Hearing held. Recommended.

9. File 106-95-4. [Compensation, Superior Court, FY 1995-96] Ordinance setting schedules of compensation and other economic benefits for certain classifications of persons employed by the Superior Court for the City and County of San Francisco. (Superior Court)

ACTION: Hearing held. Amended on page 1, line 7, after "effective," by adding "and retroactive to." Title clerically corrected to add fiscal year. Recommended as amended. New title: "Setting schedules of compensation and other economic benefits for certain classifications of persons employed by the Superior Court for the City and County of San Francisco for Fiscal Year 1995-96."

10. File 106-95-7. [Compensation, Superior Court, FY 1995-96] Ordinance setting schedules of compensation and other economic benefits for certain classifications of persons employed by the Superior Court for the City and County of San Francisco. (Superior Court)

ACTION: Hearing held. Amendment of the Whole adopted. Recommended as amended. New title: "Setting schedules of compensation and other economic benefits for Fiscal Year 1995-96 for certain classifications of persons employed by the Superior Court for the City and County of San Francisco."

11. File 172-95-28. [Lead Abatement Education Agreement] Ordinance authorizing and approving an agreement between the City and County of San Francisco and the San Francisco Community College District for the District to provide lead abatement training to private lead abatement contractors to allow those contractors to perform lead hazard abatement work on residential dwellings pursuant to a Lead Hazard Reduction Program funded through the Mayor's Office of Housing by the United States Department of Housing and Urban Development, which agreement includes a mutual indemnity clause. (Mayor's Office of Housing)

ACTION: Hearing held. Amendment of the Whole bearing same title adopted. Recommended as amended.

12. File 172-95-29. [Hold Harmless Provision to Mutual Aid Agreement] Resolution authorizing the Director of Public Transportation to execute an indemnification and hold harmless provision with the San Francisco Bay Area Transit Operators who are parties to a Mutual Aid Agreement. (Public Transportation Commission)

ACTION: Hearing held. Recommended.

13. File 25-95-4. [Prop J Contract, Janitorial Services] Resolution concurring with the Controller's certification that janitorial services for 25 Van Ness Avenue can be practically performed by private contractor for lower cost than similar work services performed by City and County employees. (Real Estate Department)
(Consideration continued from 6/27/95)

ACTION: Hearing held. To Board Without Recommendation.

14. File 25-95-5. [Prop J Contract, Security Services, 25 Van Ness] Resolution concurring with the Controller's certification that security services for 25 Van Ness Avenue can be practically performed by private contractor for lower cost than similar work services performed by City and County employees. (Real Estate Department)
(Consideration continued from 6/27/95)

ACTION: Hearing held. To Board Without Recommendation.

15. File 25-95-8. [Prop J Contract, Security Guard Services] Resolution concurring with the Controller's certification that armed security guard services can be practically performed for the District Attorney, Family Support Bureau, by a private contractor for a lower cost than similar services performed by City and County employees. (District Attorney)
(Consideration continued from 6/27/95)

ACTION: Hearing held. To Board Without Recommendation.

16. File 25-95-10. [Prop J Contract, Security Services] Resolution concurring with the Controller's certification that security services can be practically performed at the Department of Social Services by private contractor for lower cost than similar work performed by City and County employees. (Department of Social Services)
(Consideration continued from 6/27/95)

ACTION: Hearing held. Recommended.

17. File 25-95-12. [Prop J Contract, Janitorial Services, 1660 Mission] Resolution concurring with the Controller's certification that Janitorial Services for 1660 Mission Street can be practically performed by private contractor for lower cost than similar work services performed by City and County employees. (Real Estate Department)
(Consideration continued from 6/27/95)

ACTION: Hearing held. Consideration continued to July 25, 1995, meeting.

18. File 25-95-13. [Prop J Contract, Security Services, 1660 Mission] Resolution concurring with the Controller's certification that Security Services for 1660 Mission Street can be practically performed by private contractor for lower cost than similar work services performed by City and County employees. (Real Estate Department)
(Consideration continued from 6/27/95)

ACTION: Hearing held. To Board Without Recommendation.

19. File 25-95-14. [Prop J Contract, Security Services] Resolution concurring with the Controller's certification that the weekend and holiday security guard services can be practically performed for the Department of Public Health, SFGH, Substance Abuse Services, by private contractor for a lower cost than similar work services performed by City and County employees. (Department of Public Health)
(Consideration continued from 6/27/95)

ACTION: Hearing held. Recommended.

20. File 25-95-16. [Prop J Contract, Transcription Services] Resolution concurring with the Controller's certification that transcription services for the Medical Examiner's Office can be practically performed by private contractors for lower cost than similar work services performed by City and County employees. (Chief Medical Examiner - Coroner)

ACTION: Hearing held. Consideration continued to the Call of the Chair.

21. File 25-95-17. [Prop J Contract, Laundry Services] Resolution concurring with the Controller's certification that the laundry processing services can be practically performed for the Department of Public Health, San Francisco General Hospital, by private contractor for a lower cost than similar work services performed by City and County employees. (Department of Public Health)

ACTION: Consideration continued to July 25, 1995, meeting.

22. File 25-95-18. [Contract Out, Body Removal Services] Resolution concurring with the Controller's certification that body removal services for the Medical Examiner's Office can be practically performed by private contractor for lower cost than similar work services performed by City and County employees. (Chief Medical Examiner-Coroner)

ACTION: Hearing held. Consideration continued to July 25, 1995, meeting.

SPECIAL ORDER – 4:00 P.M.

23. File 60-95-6. [Ballot Measure, Taxicab Regulation Ordinance] Motion ordering submission of an ordinance requiring the Board of Supervisors to set both the amount that a taxicab operator may charge a taxicab driver for the use of the taxicab and the amount that a taxicab permit holder may charge an operator for use of the taxicab permit; mandating all taxicabs belong to a citywide centralized dispatch service and directs corporations holding taxicab permits to surrender their permits over a three-year period unless they apply for and are granted permission to have the corporate permits reissued in the name of a natural person; providing for issuance of peak-time and wheelchair-accessible permits, requires that permit applicants hold valid drivers' permits as a condition to remain on the waiting list, imposes driving requirements to be met before a taxicab permit is issued, modifies annual driving requirements for taxicab permit holders and demands periodic safety inspections of taxicabs. (Supervisor Bierman)

ACTION: Hearing held. Consideration continued to July 25, 1995, meeting.

LITIGATION

The Government Efficiency and Labor Committee of the Board of Supervisors may meet in closed session under the provisions of Government Code Section 54956.9(a) to discuss proposed settlements of the lawsuits listed below, these lawsuits involving the City and County of San Francisco. This motion would be made on the basis that discussion in open session of these proposed settlements would prejudice the position of the City in these lawsuits.

24. File 45-95-25. [Oceanside Water Pollution Control Plant Lawsuit] Ordinance approving the settlement of Homer J. Olsen and Ohbayashi Corporation v. City and County of San Francisco regarding the construction of the Oceanside Water Pollution Control Plant. (Superior Court of California, County of Alameda, Northern Division, Docket No. 727093-8). (City Attorney)

ACTION: Amendment of the Whole bearing same title adopted. Recommended as amended.

The Government Efficiency and Labor Committee of the Board of Supervisors may find that it is in the best interests of the City not to disclose any information revealed in its closed session deliberations in the proposed settlements listed above at this time and may move not to disclose any information at this time.

CALENDAR

GOVERNMENT EFFICIENCY & LABOR COMMITTEE BOARD OF SUPERVISORS CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.

JUL 21 1995

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REGULAR MEETING

TUESDAY, JULY 25, 1995, 1:00 P.M.

VETERANS BUILDING
401 VAN NESS AVENUE, ROOM 410

MEMBERS: Supervisors Terence Hallinan, Tom Ammiano, Mabel Teng

CLERK: Gail Johnson

* * * * *

Disability Access

The Board of Supervisors Committee Meeting Room (410) and the Legislative Chamber of the Board (Room 404) are on the fourth floor at 401 Van Ness Avenue.



Both the Committee Room and the Chamber are wheelchair accessible. The closest accessible BART Station is Civic Center, 3-1/2 blocks from the Veterans Building. Accessible MUNI lines serving this location are: #5 Fulton, #21 Hayes, #42 Downtown Loop, #47 Van Ness and #49 City College lines as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



There is accessible parking in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



Assistive listening devices are available for use in the Meeting Room and the Board Chamber. A device can be borrowed prior to or during a meeting. Borrower identification is required and must be held by Room 308 staff.

The following services are available on request 72 hours prior to the meeting or hearing:

For American sign language interpreters or the use of a reader during a meeting, contact Violeta Mosuela at (415) 554-7704.

For a large print copy of an agenda, contact Moe Vazquez at (415) 554-4909.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine, and will be acted upon by a single roll call vote. There will be no separate discussion of these items unless a member of the Committee or the public so requests, in which event the matter shall be removed and considered as a separate item.
- (a) File 94-91-4.14. [Reserved Funds, Public Transportation Commission] Hearing requesting release of reserved funds, Public Transportation Commission, (UMTA Section 9 Formula Assistance) in the amount of \$1,382,341 for the purpose of fixed facility improvements. (Public Transportation Commission)
- (b) File 27-95-12. [State Grant, CalTrain-SFO Shuttle Service] Resolution authorizing the Airports Commission to seek, accept, and expend funds for a CalTrain-SFO Shuttle from the Bay Area Quality Management District under AB 434 Funds, Clean Air Act Legislation, for a third year of operation; waiving indirect costs. (Supervisor Leal)
- (c) File 38-95-5. [Gift Acceptance, Rathmann Family Foundation] Resolution authorizing acceptance by the San Francisco Fire Department of a \$25,000 contribution for the Rathmann Family Foundation for the Neighborhood Emergency Response Team Training Program. (Fire Commission)
- (d) File 89-95-4. [SDI Coverage, AA56 Hearing Officer] Resolution authorizing enrollment of classification AA56 into the State Disability Insurance Program. (Department of Human Resources)
- (e) File 95-95-1. [Annual Audit, Controller's Books] Resolution ordering annual audit of Controller's books, declaring intention of the Board of Supervisors to order an annual audit of Controller's books and to exercise the final one year renewal option of a contract with a consortium of accounting firms. (Controller)
- (f) File 130-95-1. [Grant - State, Adult Probation Drug Abatement] Resolution authorizing the Chief Adult Probation Officer of the City and County of San Francisco to apply for, accept and expend funds in the amount of \$177,677 which includes indirect costs in the amount of \$8,883 based on five percent of the total project, made available through the Office of Criminal Justice Planning for a project entitled "San Francisco Adult Probation's Drug Abatement Project." (Adult Probation Department)
- (g) File 138-95-4. [Grant - State, Drug Abatement Project] Resolution authorizing the District Attorney of the City and County of San Francisco to apply for, accept, and expend funds in the amount of \$311,985.00 made available through the Office of Criminal Justice Planning for a project entitled "San Francisco District Attorney's Drug Abatement Project", for the twelve month period July 1, 1995 through June 30, 1996. (District Attorney)

- (h) File 143-95-2. [Federal Grant, "COPS MORE" Program] Resolution authorizing the Chief of Police of the City and County of San Francisco to retroactively apply for, accept and expend funds in the amount of Four Million Four Hundred Seventy-Five Thousand Eight Hundred Dollars (\$4,475,800), for new funding for a one-year project entitled, "Community Oriented Policing Services - Making Officer Redeployment Effective" (COPS-MORE), plus a hard match of Two Million Four Hundred Ninety-Three Thousand Five Hundred Ten Dollars (\$2,493,510). (Police Department)
- (i) File 143-95-3. [Federal Grant, "COPS AHEAD" Program] Resolution authorizing the Chief of Police of the City and County of San Francisco to retroactively apply for, accept and expend funds in the amount of One Million Nine Hundred Fifty Thousand Dollars (\$1,950,000), for new funding for a three-year project entitled, "Community Oriented Policing Services - Accelerated Hiring, Education, and Development Program" (COPS-AHEAD), plus a hard match of Three Million Six Hundred Twenty-Nine Thousand Six Hundred Twenty Dollars (\$3,629,620). (Police Department)
- (j) File 147-95-7. [State Grant - Project Read] Resolution authorizing the City Librarian to apply for funds available from the California State Library's Administration of Library Services and Construction Act (LSCA) Title I funds for a Southeast Literacy Program; including indirect costs of five percent. (Supervisor Leal)
- (k) File 147-95-8. [Grant, Support Services-City Link Program] Resolution authorizing the San Francisco Public Library to accept \$30,000 in grant funds awarded by the Corporation for Public Broadcasting/Annenberg Foundation as part of the Community Wide Education and Information Services (CWEIS) program to participate in a collaborative project integrating a variety of telecommunications programs and services to create and provide access to knowledge, education, and information resources; waiving indirect costs. (Supervisor Leal)
- (l) File 152-95-2. [Grant - State, Drug Abatement Project] Resolution authorizing retroactively the Sheriff of the City and County of San Francisco to apply for, accept, and expend funds in the amount of \$60,858 which include indirect costs in the amount of \$2,968 based on five percent of the project costs less audit expenses made available through the Office of Criminal Justice Planning for a project entitled "San Francisco Drug Abatement Project." (Sheriff)
- (m) File 172-95-14.1. [Amended State Hold Harmless Medi-Cal Agreement] Resolution authorizing the Department of Public Health, Community Substance Abuse Services, to enter into an amended hold harmless Medi-Cal agreement retroactive to July 1, 1994 for the term July 1, 1994 through June 30, 1995 with the State of California, Department of Alcohol and Drug Programs in the amended amount of \$5,376,526 as a condition of receiving State Medi-Cal funds for substance abuse treatment, authorizing and designating the Director of Substance Abuse Services to sign said agreement. (Department Public Health)

- (n) File 172-95-14.2. [Hold Harmless/Net Negotiated Amount Agreement] Resolution authorizing the Department of Public Health, Community Substance Abuse Services to enter into an amended hold harmless and Net Negotiated Amount Agreement retroactive to July 1, 1994 for the term July 1, 1994 through June 30, 1997 with the State of California, Department of Alcohol and Drug Programs as a condition of receiving \$10,784,648 in State funds for Substance Abuse Treatment; authorizing and designating Larry Meredith, Ph.D., Director of Substance Abuse Services, to sign said Agreement and to approve contract amendments for transfers of less than ten percent (10%) of the contracted amount. (Department of Public Health)

ACTION:

REGULAR CALENDAR

2. File 97-95-15. [Membership Criteria for Retirement System] Ordinance amending Administrative Code Section 16.42 and deleting Section 16.43 regarding Membership Criteria for Retirement System. (Department of Human Resources)
(Consideration continued from 7/11/95)

ACTION:

3. File 60-95-6. [Ballot Measure, Taxicab Regulation Ordinance] Motion ordering submission of an ordinance requiring the Board of Supervisors to set both the amount that a taxicab operator may charge a taxicab driver for the use of the taxicab and the amount that a taxicab permit holder may charge an operator for use of the taxicab permit; mandating all taxicabs belong to a citywide centralized dispatch service and directs corporations holding taxicab permits to surrender their permits over a three-year period unless they apply for and are granted permission to have the corporate permits reissued in the name of a natural person; providing for issuance of peak-time and wheelchair-accessible permits, requires that permit applicants hold valid drivers' permits as a condition to remain on the waiting list, imposes driving requirements to be met before a taxicab permit is issued, modifies annual driving requirements for taxicab permit holders and demands periodic safety inspections of taxicabs. (Supervisor Bierman)
(Consideration continued from 7/11/95)
(Public Testimony was closed at the July 11, 1995, meeting.)

ACTION:

4. File 176-95-11. [Seismic Retrofit Contracts] Resolution establishing policy of the Board of Supervisors concerning Fair Labor Standards for seismic retrofit contracts. (Supervisor Ammiano)

ACTION:

5. File 64-95-5. [Renewal & Extension of 9 Leases, Various Locations] Resolution authorizing extensions and renewal of nine (9) existing leases of real property required by the Department of Public Health. (Real Estate Department)

ACTION:

6. File 172-95-31. [Transit Fare Agreement, MUNI's Fast Pass on BART] Resolution approving a Special Transit Fare Agreement between the City and County of San Francisco and the San Francisco Bay Area Rapid Transit District, authorizing the continued acceptance and use of the MUNI Fast Pass for intra-San Francisco trips on BART. (Public Transportation Commission)

ACTION:

7. File 172-95-32. [Hold Harmless] Resolution authorizing the Port of San Francisco to hold Andrew Associates harmless for claims arising out of the management of the Roundhouse Plaza office complex located at Lombard and Sansome Streets. (Supervisor Hallinan)

ACTION:

8. File 65-95-3.1. [Lease Modification, Port/Redevelopment Agency] Ordinance approving Third Amendment to Option to Lease Real Property and Second Amendment to leases between the Port of San Francisco and the San Francisco Redevelopment Agency for properties in the South Beach Redevelopment Area. (Port Commission)

ACTION:

9. File 65-95-7. [Environmental Findings, Port/SFRA Lease Agreement] Resolution adopting findings in accordance with the California Environmental Quality Act in connection with that certain proposed agreement to lease real property to be entered into by the City operating by and through the San Francisco Port Commission and the San Francisco Redevelopment Agency; companion measure to File 65-95-7.1. (Port Commission)

ACTION:

10. File 65-95-7.1. [Lease Agreement, Port/Redevelopment Agency] Ordinance approving Agreement to Lease between the City and County of San Francisco operating by and through the San Francisco Port Commission and the San Francisco Redevelopment Agency for development and use of real property as a public park located at Seawall Lots 327, 348, and the Embarcadero (at Folsom Street), also known as Rincon Point Park, and at Seawall Lot 347S; companion measure to File 65-95-7. (Port Commission)

ACTION:

11. File 25-95-12. [Prop J Contract, Janitorial Services, 1660 Mission] Resolution concurring with the Controller's certification that Janitorial Services for 1660 Mission Street can be practically performed by private contractor for lower cost than similar work services performed by City and County employees. (Real Estate Department)

(Consideration continued from 7/11/95)

ACTION:

12. File 25-95-17. [Prop J Contract, Laundry Services] Resolution concurring with the Controller's certification that the laundry processing services can be practically performed for the Department of Public Health, San Francisco General Hospital, by private contractor for a lower cost than similar work services performed by City and County employees. (Department of Public Health)
(Consideration continued from 7/11/95)

ACTION:

13. File 25-95-18. [Contract Out, Body Removal Services] Resolution concurring with the Controller's certification that body removal services for the Medical Examiner's Office can be practically performed by private contractor for lower cost than similar work services performed by City and County employees. (Chief Medical Examiner-Coroner)
(Consideration continued from 7/11/95)

ACTION:

14. File 25-95-19. [Prop J Contract, Budget Analyst Services] Resolution concurring with the Controller's certification that services of the Budget Analyst can be practically performed by private contractor for lower cost than similar work services performed by City and County employees. (Clerk, Board of Supervisors)

ACTION:

15. File 27-95-11. [Lease Modification, Charnel Company, Inc.] Ordinance approving, retroactively, the Modification of the Boarding Area "A" Retail Concession Lease A-1 between Charnel Company, Inc. and the City and County of San Francisco, acting by and through its Airports Commission. (Airports Commission)

ACTION:

SPECIAL ORDER - 3:00 P.M.

16. File 206-95-5. [Housing Authority Director] Hearing to consider the appointment of the new Housing Authority Director. (Supervisor Hallinan)

ACTION:

17. File 12-95-43. [State Legislation; AB 5, AB 52, SB 279] Resolution urging City, School District, and Community College officials to take steps to educate the public and their consumers about their legal rights as they relate to Proposition 187; urging the School District and Community College District to continue to seek judicial clarification of issues related to Proposition 187; declaring it to be the policy of the Board that City employees should not be disciplined by the City for failing to comply with the provisions of Proposition 187; opposing State Bills AB 5, AB 52 and SB 279; urging the Mayor and the State Legislative Lobbyist to convey this message to state and other local officials. (Supervisors Teng, Ammiano, Kaufman, Hallinan, Bierman, Shelley)

ACTION:

LITIGATION

The Government Efficiency and Labor Committee of the Board of Supervisors may meet in closed session under the provisions of Government Code Section 54956.9(a) to discuss proposed settlements of the lawsuits listed below, these lawsuits involving the City and County of San Francisco. This motion would be made on the basis that discussion in open session of these proposed settlements would prejudice the position of the City in these lawsuits.

18. File 45-95-24. [Settlement of Litigation, Mary Ann Castillo] Ordinance approving the settlement of litigation of Mary Ann Castillo against the City and County San Francisco by payment of \$14,750. (Superior Court No. 925-758.) (City Attorney)

ACTION:

19. File 45-95-26. [Settlement of Litigation, Jeffrey Derderian] Ordinance authorizing settlement of property damage claim of Jeffrey Derderian against the City and County of San Francisco by payment of \$8,425. (Superior Court No. 958-930.) (City Attorney)

ACTION:

20. File 45-95-27. [Settlement of Litigation, Betty Jiminez, et al.] Ordinance authorizing settlement of litigation of Betty Jiminez, Angelita Jiminez, Yvonne Hernandez and Aujha Hernandez against the City and County of San Francisco by payment of \$40,500. (Superior Court No. 952-173.) (City Attorney)

ACTION:

21. File 45-95-28. [Settlement of Litigation, Tracey Brister] Ordinance authorizing settlement of litigation of Tracey Brister against the City and County of San Francisco by payment of \$20,000. (Superior Court No. 952-360.) (City Attorney)

ACTION:

22. File 45-95-29. [Municipal Attorney's Association v. CCSF] Ordinance approving the settlement of litigation and implementing the provisions of an arbitration award as amended by agreement between the Municipal Attorney's Association and the City and County of San Francisco for the period July 1, 1995 through June 30, 1998. (Superior Court No. 970-275.) (Supervisor Shelley)

ACTION:

23. File 48-95-17. [Settlement of Claim, Richard Depp] Resolution approving the settlement of the unlitigated claim of Richard Depp by payment of \$6,884.86. (City Attorney)

ACTION:

24. File 48-95-18. [Settlement of Claim, Sarah Zwerling] Resolution approving the settlement of the unlitigated claim of Sarah Zwerling by payment of \$12,000.00. (City Attorney)

ACTION:

25. File 48-95-19. [Settlement of Claim, Continental Savings of America] Resolution authorizing settlement of claim of Continental Savings of America in the sum of \$510,684.18 (consisting of \$354,643.74 in tax refunds and \$156,040.44 in interest) to be paid in four equal annual installments. (City Attorney)

ACTION:

The Government Efficiency and Labor Committee of the Board of Supervisors may find that it is in the best interests of the City not to disclose any information revealed in its closed session deliberations in the proposed settlements listed above at this time and may move not to disclose any information at this time.

GOVERNMENT EFFICIENCY & LABOR COMMITTEE
BOARD OF SUPERVISORS
VETERANS BUILDING
401 VAN NESS AVENUE, ROOM 308
SAN FRANCISCO, CA 94102

IMPORTANT
HEARING NOTICE

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

July 21, 1995 DOCUMENTS DEPT.

JUL 25 1995

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TO: Government Efficiency and Labor Committee

FROM: Budget Analyst Recommendations...

SUBJECT: July 25, 1995 Government Efficiency and Labor Committee Meeting

Item 1a - File 94-91-4.14

Department: Public Transportation Commission (PTC)

Item: Request to release reserved funds in the amount of \$1,382,341 for the purpose of fixed facility improvements.

Amount: \$1,382,341

Source of Funds: Federal Urban Mass Transit Administration (UMTA) Section 9 formula assistance

Description: The Board of Supervisors previously approved a resolution (File 94-91-4) authorizing the Public Utilities Commission (PUC) to apply for, accept and expend Federal UMTA Section 9 Capital Assistance funds in the amount of \$13,815,120 plus \$3,453,780 in required State and/or local matching funds, for a total of \$17,268,900 for eight Municipal Railway (MUNI) capital projects. Of the \$17,268,900, a total of \$13,982,500 was placed on reserve for construction contracts, pending the selection of contractors, the submission of budget details and the MBE/WBE status of the contractors. Thus far, \$12,248,524 has been released from reserve, leaving a balance on reserve of \$1,733,976.

The Public Transportation Commission (PTC), which succeeded the PUC, is now requesting the release of \$1,382,341, including (a) \$63,161 to offset projected

budgetary shortfalls for various fixed facility improvement projects; (b) \$1,240,837 to perform a hazardous materials clean-up at MUNI's Woods and Kirkland Diesel Bus Facilities; and (c) \$78,343 for a construction contract for the Sidewalk and Bus Yard Paving Project.

According to Mr. John O'Neill of MUNI, the projected cost of certain fixed facility improvement projects for which funds were previously appropriated is expected to be greater than the amounts originally budgeted. The original budget, projected expenditures and additional requests are as follows:

<u>Project</u>	<u>Original Budget</u>	<u>Projected Expenditures</u>	<u>Amount of Request</u>
MUNI Yard Security			
This project provides for the evaluation and improvement of MUNI's existing security system at the MUNI Bus Yard. Additional funds are needed for in-house project management.	\$4,064	\$6,240	\$2,176
System Waste Collection			
This project addresses industrial safety issues at MUNI's facilities. Additional funds are needed for in-house services as follows:			
Project Management	17,022	27,593	10,571
Engineering Services	50,783	82,142	31,359
Construction Engineering	15,466	17,029	1,563
BART/MUNI Metro Wet Standpipe			
This project provides for the installation of wet standpipe in MUNI Metro and BART tunnels in order to supply a source of water to the Fire Department during emergencies. Additional funds are needed for in-house services as follows:			
Engineering Services	5,000	8,614	3,614
Construction Engineering	71,102	81,417	10,315
Other Direct Expenses	<u>56,721</u>	<u>60,284</u>	<u>3,563</u>
Total	\$220,158	\$283,319	\$63,161

In addition, Mr. O'Neill advises that, because of diesel fuel leaks at two of MUNI's bus facilities (Woods and Kirkland), MUNI must repair diesel fuel tanks and perform a hazardous waste clean-up at those sites. MUNI is now requesting \$450,000 to fund an existing, as-needed contract with Clayton Environmental Consultants to (a) install a system

that would directly discharge wastewater into the City's sewer system; (b) remove diesel fuel from the groundwater; (c) remove an underground storage tank; and (d) sample and test groundwater. Clayton Environmental Consultants is not an MBE or WBE firm, but has subcontracted 32 percent (\$144,242) of the contract to Disadvantaged Business Enterprises (DBEs), as identified below.

MUNI is also requesting that funds be released from reserve to fund a new construction contract for the installation and monitoring of equipment that would detect leaks in MUNI's diesel fuel tanks. MUNI has estimated that this contract will cost \$325,000. However, MUNI reports that this contract has not yet been awarded (See Comment No. 1).

The budget details for the Woods and Kirkland Waste Collection Projects are shown below. In-house services would be performed by MUNI staff.

<u>Activity</u>	<u>Amount of Request</u>
In-House Services	
Project Management (2,051 hours @ \$43.08 per hour)	\$88,350
Engineering Services (1,108 hours @ \$43.08 per hour)	47,740
Construction Engineering (1,509 hours @ \$43.08 per hour)	65,012
Ways and Structures (359 hours @ \$43.08 per hour)	15,485
Consulting Contract	
<u>Prime Contractor:</u>	
Clayton Environmental Consultants, Inc.	\$270,758
<u>Subcontractors:</u>	
E2 Consultants (DBE)	\$70,071*
CKY Analytical Services, Inc. (DBE)	36,100*
HEW Drilling Company (DBE)	23,071*
Verduzco Electric (DBE)	15,000*
A. Answer Plumbing, Inc.	25,000
American Maintenance Supply	<u>10,000</u>
Subtotal - Subcontractors	\$179,242
Subtotal - Consulting Contract	450,000
* Total of \$144,242 (32 percent) allocated to DBE firms.	
Construction Contract	325,000

Memo to Government Efficiency and Labor Committee
 July 25, 1995 Government Efficiency and Labor Committee Meeting

Equipment Purchase

Of this request, \$25,000 would be used to purchase pumps to allow MUNI itself to drain fuel tanks rather than hiring an outside contractor at a higher cost, and \$29,250 would be used to fund a term purchase agreement (TPA) with Waste Oil Recovery Systems, a DBE firm, to remove old diesel fuel off-site.

\$54,250

Other Direct Expenses

15,000

Subtotal - Direct Expenses

\$1,060,837

Contingency (17% of Direct Expenses)

180,000

Total - Woods and Kirkland Waste Collection Project

\$1,240,837

Lastly, MUNI recently advertised an Invitation for Bids (IFB) for a sidewalk and bus yard paving contract. MUNI has estimated that this contract will cost \$78,343. However, MUNI advises that this contract has not yet been awarded (See Comment No. 2).

Activity

Amount of
Request

Sidewalk & Bus Yard Paving Contract

\$78,343

Total Request to Release Reserved Funds

\$1,382,341

Comments:

1. Because MUNI has not yet awarded the construction contract for the Woods and Kirkland Waste Collection Projects, \$325,000 of the total request of \$1,382,341 should continue to be reserved, pending the selection of a contractor, the submission of budget details and the MBE/WBE status of the contractor.
2. Because MUNI has not yet awarded the Sidewalk and Bus Yard Paving Project contract, an additional \$78,343 should continue to be reserved, pending the selection of a contractor, the submission of budget details and the MBE/WBE status of the contractor.
3. Ms. Gail Bloom of MUNI advises that some expenditures have already been incurred against the requested release of reserved funds prior to release by the Board of Supervisors. As such, the Budget Analyst considers approval of the release of \$978,998 in reserved funds (\$1,382,341 less \$325,000 less \$78,343) to be a policy matter for the Board of Supervisors.

Recommendations: 1. Continue to reserve \$325,000 for the Woods and Kirkland Waste Collection Projects and \$78,343 for the Sidewalk and

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
July 25, 1995 Government Efficiency and Labor Committee Meeting

Bus Yard Paving Project, or a total of \$403,343, pending the selection of contractors, the submission of budget details and the MBE/WBE status of the contractors.

2. Because some expenditures have already been incurred against the requested release of reserved funds prior to obtaining approval from the Board of Supervisors, the Budget Analyst considers approval of the release of \$978,998 in reserved funds to be a policy matter for the Board of Supervisors.

Item 1b - File 27-95-12

Department: Airports Commission, San Francisco International Airport

Item: Resolution authorizing the Airports Commission to seek, accept, and expend funds for a CalTrain-SFO Shuttle from the Bay Area Air Quality Management District under AB 434 Funds, Clean Air Act Legislation, for a third year of operation; waiving indirect costs.

Grant Amount: \$83,000 (approximately 20% of estimated total annual shuttle operation costs for 1996-97 grant period of \$416,964)

Grant Period: February 7, 1996 - February 6, 1997

Source of Funds: Bay Area Air Quality Management District (BAAQMD)

Project: CalTrain/SFO Shuttle

Description: The proposed resolution would authorize the Airport to seek funds from the BAAQMD for the off-Airport (not on Airport premises) portion of the CalTrain/SFO Shuttle service for a third year of operations. The grant request represents 20 percent of the total shuttle operation costs, because 20 percent of the shuttle's operations take place off of airport premises.

The free shuttle currently operates seven days a week between the Milbrae CalTrain Station and the Airport, and serves airline passengers and employees. According to the Airport, the shuttle is intended to reduce traffic congestion at and near the Airport as well as to improve air quality.

Shuttle services began on February 7, 1994 and ridership has increased from approximately 100 patrons daily in February, 1994 to approximately 250 patrons daily in June, 1995. Shuttle operations were expanded from weekday service to include weekend service in February 1995.

The Airports Commission is requesting BAAQMD AB 434 Funds which are used to help finance the implementation of transportation control measures in the BAAQMD's Clean Air Plan. The AB 434 Fund is financed through a surcharge of \$4.00 for Department of Motor Vehicle licenses on all vehicles registered in the BAAQMD's nine county jurisdiction.

CalTrain is currently under contract with the Airport to operate the shuttle. CalTrain, in turn, contracts out its shuttle service requirements, which include the Milbrae-

Memo to Government Efficiency and Labor Committee
July 25, 1995 Government Efficiency and Labor Committee Meeting

Airport route and a number of other routes, to Industrial Passenger Service (IPS). However, beginning October, 1995, the Airport plans to contract directly with an independent operator to provide the shuttle service. The Airport has not yet selected a new operator for the shuttle (see Comments No. 3 and 4).

Budget:

The estimated total budget for the proposed 1996-97 shuttle operation is approximately \$417,000. A breakdown of the cost estimates for 1995-96 and 1996-97 shuttle operations are provided below.

Current Grant Year		Proposed Grant	
<u>1995-6</u>		<u>1996-7</u>	
<u>Weekday Service</u>		<u>Weekday Service</u>	
Daily Revenue Hours	34.13	Daily Revenue Hours	36.63
Cost/Revenue Hour	<u>\$37.00</u>	Cost/Revenue Hour	<u>\$36.00</u>
Daily Cost	\$1,262.81	Daily Cost	\$1,318.68
# Days	<u>x257</u>	# Days	<u>x256</u>
Annual Cost	\$324,542	Annual Cost	\$337,582
 <u>Weekend/Holiday Service</u>		 <u>Weekend/Holiday Service</u>	
Daily Revenue Hours	28.43	Daily Revenue Hours	20.23
Cost/Revenue Hour	<u>\$37.00</u>	Cost/Revenue Hour	<u>\$36.00</u>
Daily Cost	\$1,051.91	Daily Cost	\$728.28
# Days	<u>x108</u>	# Days	<u>x109</u>
Annual Cost	\$113,606	Annual Cost	\$79,382
TOTAL COST	\$438,148	TOTAL COST	\$416,964

Required Match:

\$333,964 (\$416,964 less \$83,000, or approximately 80 percent of the total cost) will be included in the Airport's FY 1996-97 budget. The Airport will continue to pay for 80% of the total shuttle operation costs from Airport revenues because 80% of the shuttle's operations take place on airport premises.

Indirect Costs:

None (see Comment No. 2)

Comments:

1. The proposed resolution would provide grant funding for the off-Airport (not on Airport premises) portion of the shuttle operation. According to a memo from Mr. Lou Turpen, the Director of Airports, the on-Airport premises portion of the shuttle operations (or 80 percent of the total costs) will be funded by Airport revenues included in their annual budget. The Airport intends to request the 80% of the on-Airport costs (\$333,964) in its 1996-97 budget. However, the 80 percent (\$350,518) for on-airport shuttle costs for the current 1995-96 grant year was included in the Airport's 1995-96 budget.

2. The Airport advises that indirect costs are not included as part of the grant funds because the Airport already pays for City-wide administrative overhead costs through its concession revenues. Therefore, the Airport is requesting that indirect costs for the proposed grant be waived. The indirect costs were waived in 1995-96.

3. On June 6, 1995 the Airports Commission approved a resolution authorizing the Director of Airports to seek proposals for a contractor to operate the CalTrain-SFO shuttle. A Request for Proposal process was subsequently initiated and three bids were received. The Airports Commission is expected to select a contractor when it meets on August 15, 1995. Health insurance coverage information on the contractor and its MBE/WBE status will be available at that time, according to Ms. Alice Sgourakis of the Airport Commission.

According to Ms. Sgourakis, by contracting the shuttle service directly, instead of relying on the existing CalTrain shuttle contract, the Airport will (1) improve the quality of service by directly overseeing the contractor, (2) comply with the BAAQMD clean air goals by choosing a contractor with experience in Compressed Natural Gas vehicle operation (3) maximize operational flexibility; and (4) reduce operating costs by focusing contractor efforts on the Milbrae-Airport route only. CalTrain's current contractor, IPS, provides shuttle service for CalTrain along a number of routes with higher cost attributes than the Milbrae-Airport route. These higher costs are spread out over the entire IPS contract which inflates the costs for the Milbrae-Airport route, according to Ms. Sgourakis.

4. It is estimated that total shuttle operation costs for 1996-97 will be approximately \$417,000. This represents a 4.8 percent decrease in total costs from the 1995-96 total costs of \$438,148. The 4.8 percent decline in total costs are due to efficiencies the Airport expects to realize as a result of contracting for the shuttle service directly, according to Ms. Sgourakis.

5. The application for funding for a third year of service, February 7, 1996 through February 6, 1997, was due on July 14, 1995 and therefore the Airports Commission has already submitted an application for funding. Consequently, the proposed resolution should be amended to provide retroactive authorization to seek BAAQMD grant money for the CalTrain-SFO Shuttle.

6. In an effort to reduce polluting emissions, beginning in October, 1995, the SFO-Milbrae shuttle will use compressed natural gas (CNG) as the sole fuel source, according to Ms. Sgourakis.

7. The Airport has prepared a Disability Access Checklist which is included in the Clerk of the Board's file. As noted on this Disability Access Checklist, the shuttle service will become fully handicapped accessible at the time the Milbrae CalTrain station becomes handicapped accessible, estimated to be in April, 1996, according to Ms. Sgourakis.

8. A Summary of Grant Request is attached.

Recommendations: 1. Amend the proposed resolution to provide retroactive authorization for the Airports Commission to seek the requested grand funds.

2. Approve the proposed resolution as amended.

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Airports Commission SFIA, Landside Operations

Contact Person: Janice Gendreau Telephone: (415) 876-2158

Project Title: CalTrain-SFO Shuttle

Grant Source: BAAQMD AB 434 Funds

Proposed (New / Continuation) Grant Project Summary:

The CalTrain-SFO shuttle began weekday operation in February 1994, and expanded to daily service in February 1995. The on-Airport portion of the Shuttle operation (80%) is funded by the Airport; the off-Airport portion (20%) has been funded through an AB 434 grant. On June 6, 1995, the Airports Commission authorized Airport staff to seek funds for the off-Airport portion for a third year year of Shuttle operation.

This grant application does not compete for County-designated funds but for general funding eligible to public agencies.

Amount of Grant Funding Applied for: 20% of total shuttle operation

Maximum Funding Amount Available: unknown

Required Matching Funds: 80%, on-Airport portion

Number of Positions Created and Funded: N/A

Amount to be Spent on Contractual Services: N/A

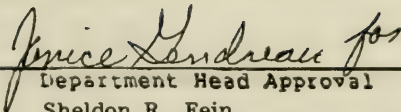
Will Contractual Services be put out to Bid? Yes

Term of Grant: One Year

Date Department Notified of Available funds: May 15, 1995

Application Due Date: July 14, 1995

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):



Department Head Approval
Sheldon R. Fein
Assistant Deputy Director - Landside Operations

Item 1c - File 38-95-5

Department: Fire Department

Item: Resolution authorizing acceptance by the San Francisco Fire Department of a \$25,000 gift from the Rathmann Family Foundation for the Neighborhood Emergency Response Team Training Program.

Description: The proposed resolution would accept, on behalf of the City, a cash gift of \$25,000 from the Rathmann Family Foundation for use by the Fire Department's Neighborhood Emergency Response Team Training Program (NERT). The NERT program is a 5 week, 15 hour training class that trains volunteers in basic disaster skills. The NERT program is designed to train participants to be self sufficient after a major disaster and also be able to help their family and neighbors should a major disaster occur.

The proposed cash gift would be used for salaries, purchase of equipment, and supplies needed for the hands-on training involved in the NERT program. According to Mr. Frank Lucier, the Fire Fighter who coordinates the NERT program, approximately \$20,750 or 83% of the gift will be used to compensate off-duty fire fighters for 830 hours of off-duty training services (see below), and \$4,250 or 17% will be used for equipment and supplies.

The SFFD conducts the NERT training programs using voluntary off-duty SFFD personnel who perform this service at an agreed rate of \$25 per hour, rather than the SFFD overtime rate of \$20 to \$35 per hour, including salary and fringe benefits. There are a total of 18 off-duty fire personnel who are trainers for the NERT program.

Volunteer participants in this program will be able to take home supplies such as orange reflector vests, helmets and manuals used during the training program.

Comments: 1. Mr. Lucier states that the payment of \$25,000 would be used to expand the NERT program by adding more hours to the program because of increased demand for the training services. Mr. Lucier anticipates that approximately 500 persons will be trained using the gift funds.

2. Mr. Lucier advises that there will be no additional costs incurred by the City as a result of the acceptance of this gift.

Recommendation: Approve the proposed resolution.

Memo to Government Efficiency and Labor Committee
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Item 1d - File 89-95-4

Department: Department of Human Resources
Department of Parking and Traffic

Item: Resolution authorizing enrollment of classification AA56 into the State Disability Insurance Program.

Description: The proposed resolution would authorize enrollment of Classification AA56, Hearing Officer, in the State Disability Insurance Program (SDI). The cost of the SDI coverage would be paid by the employee through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1 percent of the first \$31,767 of gross salary for each employee, with a maximum of \$317.67 annually. While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification request coverage.

The following classification, which is not represented by a bargaining unit, would be authorized to enroll under the proposed resolution:

<u>Position</u>	<u>Classification</u>	<u>Number of Employees</u>
AA56	Hearing Officer	17

The Employee Relations Division of the Human Resources Department reports that it has received a petition requesting SDI coverage signed by 9 employees, representing a majority of the employees in the AA56 Hearing Officer classification.

Recommendation: Approve the proposed resolution.

Item 1e - File 95-95-1

1. The proposed resolution would order the annual audit of the Controller's books, including internal controls, for the fiscal year ending June 30, 1995 (fiscal year 1994-95). The proposed resolution would also authorize the final one-year extension of a three-year contract with the consortium of Peat Marwick Main & Co., Williams Adley & Company and Associated Asian Certified Public Accounting (CPA) firms (a consortium of Asian accounting firms), at a fee not to exceed \$230,800.

2. Under Charter Section 3.305 the Board of Supervisors is required to order an annual audit of the Controller's books. The proposed resolution would fulfill the requirements of Charter Section 3.305 and provide authorization to the Controller to continue the existing contract for this annual audit.

3. Under Sections 10.4-10.4-3 of the San Francisco Administrative Code, the City's Audit Advisory Committee recommends the selection of an independent auditor to perform these audits. This Committee has five members consisting of one representative each appointed by the Mayor, the President of the Board of Supervisors and the Controller, and two public members nominated by the Mayor and approved by the Controller and the Board of Supervisors. Funding for the contract with the proposed CPA consortium, which would be authorized if this resolution were approved, is based on the recommendation of the Audit Advisory Committee. The consortium of Peat Marwick Main & Co. et. al. have provided annual audit services of the Controller's books since 1981. The subject one-year contract extension is the second of two one-year renewal options on an existing three-year audit contract awarded to the consortium of Peat Marwick Main & Co. et. al., as a result of the most recent Request for Proposal process conducted in December, 1990.

Comments

1. The 1994-95 audit fees total \$230,800, which include \$189,000 for the audit of the Controller's books and \$41,800 for the City's Comprehensive Annual Financial Report (CAFR). The \$189,000 has been requested in the 1995-96 budget of the Board of Supervisors to pay for the Controller's 1994-95 audit. The balance of \$41,800, which goes towards funding the cost of the City's CAFR, (\$230,800 total fee less \$189,000) is included in the Controller's 1995-96 budget.

2. Although not included under this proposed resolution, the Controller's Office reports that the same consortium of Peat Marwick Main & Co. et. al. would also be selected under the Controller's authority, pursuant to Charter Section 3.303, to perform separate departmental audits for the fiscal year ending June 30, 1995 of the City Employees Retirement System, San Francisco General Hospital, the Clean Water Program, the Health Service System, Laguna Honda Hospital, the and the single audit of the City's grant programs as prescribed by the U.S. General Accounting Office's Auditing and Financial Reporting guidelines. The total cost of these additional audits for fiscal year 1994-95 would be \$350,300 or \$16,810 more than the \$333,490 paid for the same audits in fiscal year 1993-94. These audits are

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in addition to the \$230,800 audit of the Controller's books to be authorized under this proposed resolution.

3. A summary of the audits to be awarded to Peat Marwick, et al. and the proposed fees for fiscal year 1994-95 compared with fiscal year 1993-94 data is as follows:

<u>Audit</u>	<u>Audit Firm</u>	<u>Amount</u>		<u>Increase (Decrease)</u>
		<u>FY 1993-94</u>	<u>FY 1994-95</u>	
Controller's Books	Peat Marwick, et. al.	\$180,000	\$189,000	\$9,000
Comprehensive Annual Financial Report (CAFR)	Peat Marwick, et. al.	<u>34,100</u>	<u>41,800</u>	<u>7,700</u>
Subtotal		<u>\$214,100</u>	<u>\$230,800*</u>	<u>\$16,700</u>
*Subject of this proposed resolution.				
Retirement System	Peat Marwick, et. al.	\$30,400	\$32,000	\$1,600
S.F. General Hospital	Peat Marwick, et. al.	63,700	66,900	3,200
Clean Water Program	Peat Marwick, et. al.	34,900	36,600	1,700
Health Service System	Peat Marwick, et. al.	24,400	25,600	1,200
Laguna Honda	Peat Marwick, et. al.	35,400	37,200	1,800
Single Audit	Peat Marwick, et. al.	<u>144,690</u>	<u>152,000</u>	<u>7,310</u>
Subtotal		<u>\$333,490</u>	<u>\$350,300</u>	<u>\$16,810</u>
TOTAL		<u>\$547,590</u>	<u>\$581,100</u>	<u>\$33,510</u>

As indicated above, the total amount for the 1994-95 audit fees of \$581,100 would result in an increase of \$33,510 or approximately 6.1 percent more than the \$547,590 in fees charged for the 1993-94 audits. With the exception of the Single Audit, which is based upon levels of grant activity, Ms. Teresa Chow of the Controller's Office reports that Peat Marwick, et. al. has not had a fee increase since the 1992-93 audits.

4. The extent of Minority and Women Business Enterprise (MBE/WBE) participation included in the proposal of the consortium and the approximate hourly rates to be charged for the 1994-95 audits are as follows:

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<u>Joint Venture</u>	<u>Audit</u>	<u>MBE/WBE Participation</u>	<u>Hourly Rates</u>
Peat Marwick, et. al.	Controller's Books including Internal Controls and Separate Departmental Audits	Minimum of 30% (\$174,330)	\$44 to \$132

Ms. Chow reports that the consortium member Williams, Adley and Company is an MBE firm, as are the Associated Asian CPA firms working as part of the Peat Marwick et. al. consortium.

Recommendation

Approve the proposed resolution.

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Item 1f - File 130-95-1

Department: Adult Probation Department

Item: Resolution authorizing the Adult Probation Department to apply for, accept and expend continuation grant funds in the amount of \$177,677, which includes indirect costs in the amount of \$8,883.

Grant Amount: \$177,677

Grant Period: July 1, 1995, through June 30, 1996

Source of Funds: State Office of Criminal Justice Planning

Project: Drug Abatement Project

Description: The Adult Probation Department's Drug Abatement Project has provided intensive supervision for a limited group of drug offenders for seven years. The proposed grant funds for 1995-96 would be used by the Department to provide supervision to a group of 50 drug offenders. The program would continue to target 18-35 year-old male drug offenders, monitor drug use by frequent urinalysis, refer offenders to drug counseling, and closely supervise compliance with counseling conditions of probation. The grant funds would also fund a part-time Senior Probation Officer for the newly created Drug Court to provide supervision of 70 Drug Court participants, including monitoring attendance at treatment programs and appearance for urinalysis testing.

The Drug Court is a collaboration between the Municipal and Superior Courts, District Attorney's Office, Department of Public Health, Adult Probation Department, Sheriff's Department, Office of the Public Defender and community-based substance abuse treatment providers. The Drug Court provides for the diversion of people facing non-violent, criminal drug charges by allowing these people to obtain drug treatment in lieu of being prosecuted.

Budget:	<u>Intensive Supervision Personnel</u>	
	Senior Probation Officer (2.00 FTE)	\$102,051
	Fringe Benefits	<u>21,963</u>
	Subtotal	\$124,014
	<u>Drug Court Personnel</u>	
	Senior Probation Officer (0.25 FTE)	\$12,756
	Fringe Benefits	<u>2,838</u>
	Subtotal	15,594

BOARD OF SUPERVISORS
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Memo to Government Efficiency and Labor Committee
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Operating Expenses

Workshops	\$3,320	
Telephone	600	
Audit	1,776	
Urinalysis	<u>23,490</u>	
Subtotal		29,186

Indirect Costs

8,883

Total

\$177,677

Required Match: None

Indirect Costs: \$8,883 (5 percent of total grant)

Comments:

1. The Adult Probation Department advises that the application for the proposed grant has already been submitted. As such, proposed legislation should be amended to authorize the Department to apply for the proposed grant retroactively.
2. Attached is a Summary of Grant Request, as prepared by the Adult Probation Department, for the proposed grant funds.
3. The Adult Probation Department has prepared a Disability Access Checklist, which is on file with the Clerk of the Board's Office.

Recommendation: Amend the proposed resolution to authorize the Adult Probation Department to apply for the proposed grant funds retroactively and approve the resolution as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

California Office of Criminal

Adult Probation

Traitor Justice Planning
 Contact Person Anti-Drug Abuse Enforcement
 Address 1130 K Street
Sacramento, CA 95814

Division _____
 Section Community Services
 Contact Person Carmen Bushe
 Telephone (415) 553-1901
 Application Deadline May 25, 1995
 Notification Expected July 1, 1995

Amount Requested \$ \$177,677
 Term: From 7/1/95 To 6/30/96

Health Commission _____ Board of Supervisors: Finance Committee _____

Full Board

I. Item Description: Request to apply for (accept and expend) a new (continuation) (allocation) (augmentation to a) grant in the amount of \$ 177,677 from the period of 7/1/95 to 6/30/96 to provide _____ services.

II. Summary: (Complete only if grant is for a new program or project)

This grant has been in effect for seven years providing intensive supervision for a select group of drug offenders. This year the Adult Probation Department intends to focus on 18 to 35 year old males convicted of drug offenses. In addition, up to 70 Drug Court participants will be intensively supervised due to a portion of this

III. Outcomes/Objectives: The objective is to get these at-risk offenders off drugs and involved in more productive behaviors and activities. funding.

IV. Effects of Reduction or Termination of These Funds:

Were these funds not received, this population of offender would continue to use illegal drugs with all the attendant adverse effects to the community. Grant money allows for intensive supervision.

V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount	\$179,797	\$159,892	\$177,677	+17,785		
Personnel	\$180,062	\$129,110	\$139,608	+10,498		
Equipment	0	0	0	0		
Contract Svc.	0	\$ 19,215	\$ 23,490	+ 4,275		
Mat. & Supp.	0	0	0	0		
Facilities/Space	0	0	0	0		
Other	\$ 40,745	\$ 3,372	\$ 5,696			
Indirect Costs	\$ 8,990	\$ 7,995	\$ 8,883	+ 888		

VI. Data Processing

VII. Personnel

	2 1/2	2	2 1/4	+ 1/4
F/T CSC				
P/T CSC				
Contractual				

Sources of non-grant funding for salaries of CSC employees working part-time on this grant: N/A

Will grant funded employees be retained after this grant terminates? If so, How?

If grant terminates, the officers on the grant would force the layoff of the two most recently hired probation officers and reduce participation

in Drug Court. (If not, please attach Release for Extension Form)

Memo to Government Efficiency and Labor Committee
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Item 1g - File 138-95-4

Department: District Attorney

Item: Resolution authorizing the District Attorney of the City and County of San Francisco to apply for, accept and expend funds in the amount of \$311,985 from the State Office of Criminal Justice Planning retroactively for the period July 1, 1995 through June 30, 1996.

Grant Amount: \$311,985

Grant Period: July 1, 1995 through June 30, 1996

Source of Funds: State Office of Criminal Justice Planning (OCJP)

Project: San Francisco District Attorney's Drug Abatement Project

Description: The proposed grant is a continuation grant to be used by the District Attorney's Office to target major and mid-level drug offenders through the use of vertical prosecution. Vertical prosecution means that if someone is arrested, one lawyer is assigned to the case throughout its "stay" in the criminal justice process rather than assigning a new lawyer to a case each time it enters a new phase of the criminal justice process (i. e., sentencing, probation etc.). The benefit of vertical prosecution is that it provides for consistency and familiarity regarding the defendant and his/her case, which is intended to result in more appropriate sentencing of the individual. Vertical prosecution seeks the long term confinement of targeted offenders in order to significantly impact and disrupt illicit manufacture and trafficking of narcotics. Additionally, this grant-funded project would target probationers who continue their involvement in the drug trade.

Budget:	Personnel	FTE	
	Head Attorney	.07	\$7,386
	Principal Attorney	.30	29,441
	Principal Attorney	2.00	196,272
	Investigator	.05	2,636
	Assistant Investigator	.05	2,062
	Fringe Benefits		<u>54,664</u>
	Subtotal Personnel	2.47	\$292,461

BOARD OF SUPERVISORS
BUDGET ANALYST

Travel Expenses

Southern California Workshop

Airfare @ \$105 (Round-trip fare)	
for one staff person	\$105
Hotel @ \$61 x two days	122
Meals @ \$28 x two days	56
Registration	150

Northern California Workshop

Mileage: 200 miles @ \$0.22/per mile	44
for one staff person	
Hotel @ \$61 x two days	122
Meals @ \$28 x two days	56
Registration	150

Subtotal Travel \$805

Audit Fees

3,120

Indirect Costs

15,599

Total \$311,985

Required Match: None

Indirect Costs: \$15,599 (5% of total grant)

Comments:

1. The District Attorney advises that the application for proposed grant funds has already been submitted and expenditures have been incurred against the proposed grant funds. As such, the proposed legislation provides authorization for the District Attorney to apply for, accept and expend the proposed grant retroactively for the period July 1, 1995 through June 30, 1996.

2. Attached is a Summary of Grant Request, as prepared by the District Attorney's Office, for the proposed grant funds.

3. The District Attorney has prepared a Disability Access Checklist for this proposed grant program, which is on file with the Clerk of the Board's Office.

Recommendation: Approve the proposed resolution.

Grantor <u>Office of Criminal Justice Planning</u> Contact Person <u>Carol Gerber</u> Address <u>1130 K Street</u> <u>Sacramento, California</u> Amount Requested \$ <u>311,985</u> Term: From <u>7/1/95</u> To <u>6/30/96</u> Health Commission <u>_____</u> Board of Supervisors: Finance Committee <u>_____</u> Full Board <u>_____</u>	Division <u>District Attorney</u> Section <u>Narcotics Unit</u> Contact Person <u>Donna L. Lee</u> Telephone <u>415-553-1456</u> Application Deadline <u>May 15, 1995</u> Notification Expected <u>_____</u>
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I. Item Description: (Circle appropriate words) Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 311,985 from the period of 7-1-95 to 6-30-96 to provide San Francisco Drug Abatement Program services.

II. Summary: (Concise history; past addressed; number + groups served; services and providers)
The vertical prosecution team consisting of three experienced prosecutors will enable the District Attorney's Office to address mid level and street level drug dealers with previous serious violent prior convictions as well as drug related violent cases. Additionally, the program will target probationers who continue involvement in the drug trade.

III. Outcomes/Objectives:
The vertical prosecution team will target these offenders and seek the most appropriate sentence. It is anticipated that the project will significantly impact all classes of targeted offenders.

IV. Effects of Reduction or Termination of These Funds:
Without vertical prosecution many of these targeted offenders will end up with probation with little or no jail time. A reduction or termination of funds will overwhelm the Narcotics Unit and would adversely affect the ability to handle target offenders.

V. Financial Information:

	<u>Col. A</u> <small>Two Years Ago</small>	<u>Col. B</u> <small>Past Year/Orig.</small>	<u>Col. C</u> <small>Proposed</small>	<u>Col. D</u> <small>Change</small>	<u>Req. Match</u>	<u>Approved by</u>
Grant Amount	<u>315,707</u>	<u>280,755</u>	<u>311,985</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
Personnel	<u>294,772</u>	<u>261,481</u>	<u>292,461</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
* Contract Svc.	<u>0</u>	<u>0</u>	<u>0</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
Mat. & Supp.	<u>893</u>	<u>1,328</u>	<u>0</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
Facilities/Space	<u>0</u>	<u>0</u>	<u>0</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
Other	<u>4,257</u>	<u>3,908</u>	<u>3,925</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
Indirect Costs	<u>15,785</u>	<u>14,038</u>	<u>15,599</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>

VI. Data Processing
(costs included above) 0 0 0 _____ _____ _____

VII. Personnel

F/T CSC	<u>2</u>	<u>2</u>	<u>2</u>	<u>_____</u>	<u>_____</u>
P/T CSC	<u>4*</u>	<u>4*</u>	<u>4</u>	<u>_____</u>	<u>_____</u>
Contractual	<u>N/A</u>	<u>_____</u>	<u>N/A</u>	<u>_____</u>	<u>_____</u>

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
Positions at varying percentages - balance paid by the District Attorney General Fund.

Will grant funded employees be retained after this grant terminates? If so, How?
Grant Funded employees will be retained contingent upon continued source of funds available.

***VIII. Contractual Services:** Open Bid N/A Sole Source N/A (if sole source, attach Request for Exemption Form)

Item 1h - File 143-95-2

Department: Police Department

Item: Resolution authorizing the Chief of Police to retroactively apply for, accept, and expend funds in the amount of \$4,475,800, for new funding for a one year project entitled, "Community Oriented Policing Services-Making Officer Redeployment Effective" (COPS-MORE), plus a required match of \$2,493,510 for a total project cost of \$6,969,310.

Grant Amount: \$4,475,800

Grant Period: July 1, 1995 to June 30, 1996.

Source of Funds: United States Department of Justice/Office of Community Oriented Policing Services (USDOJ/COPS)

Project: Community Oriented Policing Services-Making Officer Redeployment Effective Program (COPS MORE)

Description: The proposed grant would provide equipment, support resources and overtime services through the COPS MORE program to increase the level of community policing services in district stations as consistent with the long term plan of the San Francisco Police Department (SFPD). Community policing services are designed to increase Police Officer presence in the City's neighborhoods.

Equipment

The Police Department proposes to purchase a Mobile Computing System (MCS) and install 406 Mobile Computing Terminals (MCT) in Police vehicles to allow Police Officers to spend more time in the field by completing Police reports and accessing information without traveling to the District Police Station. Police Department officials believe that the MCS will provide a higher level of Police service to neighborhoods by increasing Police presence and allowing Police Officers to respond to service calls, investigate crimes, and complete crime reports while remaining in the neighborhoods in which they patrol.

The Department also proposes to purchase five computer workstations and two printers in the Communications Division, for the Tele Service Unit to provide more efficient administrative services by computerizing crime reports that do not require the presence of a Police Officer. The Tele Service Unit is responsible for documenting information for

crime reports when crimes are not in progress and do not require the presence of a Police Officer at the crime scene. According to Officer Jeff Clark of the Police Department, the computer equipment is part of the 911 Dispatch Center Financing Project, which was approved by the voters in June of 1994 through Proposition B. (See Comment #1).

Support Resources

Currently, the Tele Service Unit is part of the Support Services Bureau and is staffed by 12 Police Officers operating 16 hours a day. The proposed plan would transfer the Tele Services Unit to the Communications Division and hire 9 new civilian dispatch personnel to operate the new computers 24 hours a day. The 12 Police Officers would be redeployed to the field, increasing the staffing of community Police Officers.

Overtime

The Police Department also proposes to increase community Police Officer presence in neighborhoods by increasing funding of overtime for officers engaging in community policing activities. The total overtime amount is based on the cost of 41,760 overtime hours, at a time and one-half hourly rate of \$31.575 per hour.

Budget:

	<u>Equipment</u>	<u>Support Services</u>	<u>Overtime</u>	<u>Total</u>
Federal	\$3,671,550	\$304,250	\$500,000	\$4,475,800
Federal %	70%	75%	38%	
Local Match	\$1,573,521	\$101,417	\$818,572	\$2,493,510
Local %	30%	25%	62%	
Total	\$5,245,071	\$405,667	\$1,318,572	\$6,969,310

Memo to Government Efficiency and Labor Committee
July 26, 1995 Government Efficiency and Labor Committee Meeting

Equipment Budget*

Mobile Computing Terminals	\$2,436,000
Computer Docking Stations	54,000
Interface Development	1,000,000
Installation	243,600
Software	609,000
Tele Service Computers	18,945
Tele Service Printers	1,526
Tele Service Software	2,000
System Integration	<u>880,000</u>

Total Equipment Cost \$5,245,071

*See Attachment 1, "Budget Summary",
provided by the Police Department, with unit
amounts and prices for this equipment.

Support Resources

9 8238 Dispatcher	
@\$35,570 per Dispatcher	\$320,130
Fringe Benefits for 9 Dispatchers	<u>85,537</u>

Total Support Resources Cost 405,667

Overtime

41,760 hours @ 31.575 per/hour 1,318,572
(2,088 hours per Officer for 20 Police Officers)

Total COPS MORE Cost \$6,969,310

Required Match: \$2,493,510

Indirect Costs: None

Comments: 1. According to Officer Clark, the Police Department intends to request a General Fund supplemental appropriation in the amount of \$919,989, which is the required match for support resources and overtime (\$919,989 of the total required match of \$2,493,510) for the COPS MORE Program. Officer Clark states that the remaining \$1,573,521 of the required match of \$2,493,510, which would be used for equipment purchases, will be funded from the budget for implementation of Proposition B, from the 911 Dispatch Center Financing Project approved by the voters in June of 1994. Proposition B authorized the City to use a lease financing arrangement to

BOARD OF SUPERVISORS
BUDGET ANALYST

construct a Combined 911 Dispatch Center and acquire related computer equipment. (See Attachment 2).

2. Mr. Ralph Jacobson of the Office of the Chief Administrative Officer (CAO) states that funding for the above-listed equipment has not been included in the FY 1995-96 budget for the 911 project. Mr. Jacobson states that the CAO will request a supplemental appropriation for the equipment during FY 1995-96, if the proposed resolution is approved. According to Mr. Jacobson, funding for the supplemental appropriation will be provided by fees from telephone services, in accordance with the Proposition B 911 Dispatch Center Financing Project.

3. The grant application commits the City to continued funding of the 9 dispatchers hired as support resources under the grant after June 30, 1996, at an annual cost of \$405,667 including fringe benefits, plus normal step increases and any future increases which may occur. Officer Clark states that there will be no continued funding for the overtime at the end of the grant period.

4. Officer Clark advises that all full duty Police Officers, including full duty Police Officers at desk jobs, contribute to meeting the requirements of Proposition D, passed by the voters in November of 1993. Proposition D requires the Police Department to maintain 1,972 full duty Police Officers. As previously noted, 9 civilian dispatch personnel will replace 12 Police Officers in the Tele Services Unit. Thus, according to Officer Clark, the 12 full duty Police Officers, returning to the field as a result of the civilian replacement in the Tele Services Unit, are already included as part of the 1,972 full duty Police Officers required by Proposition D.

5. The Police Department advises that the grant application has already been submitted. As such, the proposed legislation provides authorization for the Police Department to apply for the proposed grant funds retroactively.

6. As of the writing of this report, the Police Department has not received notification from the United States Department of Justice/Office of Community Oriented Policing Services as to whether the Police Department will receive funds from the COPS MORE grant program or the level of funding which they will receive. Therefore, the proposed resolution should be amended to delete authorization to expend the grant funds, pending notification of the award amount.

7. Attachment 3 provides the Summary of Grant Request, as prepared by the Police Department.

8. The Police Department has completed a Disability Access Checklist, which is on file with the Clerk of the Board's Office.

9. The Budget Analyst notes that acceptance of the grant funds would:

(1) commit the City to providing required matching funds totaling \$2,493,510 consisting of (a) \$919,989, funded through a General Fund supplemental appropriation request in FY 1995-96, which has not been included in the Police Department budget and (b) \$1,573,521 in equipment purchases as part of the 911 Dispatch Center Financing Project; and

(2) commit the City to continued funding of 9 new civilian Dispatcher positions in the Tele Services Unit, at an annual cost of approximately \$405,667 plus salary step and other related increases.

Recommendations: 1. Amend the proposed resolution to delete authorization to accept and expend the grant funds, pending notification of the grant award amount.

2. Upon notification of the grant award amount, future consideration should be given to the fiscal impact of accepting and expending these funds because acceptance of these grant funds would:

(1) commit the City to providing required matching funds totaling \$2,493,510 consisting of (a) \$919,989, funded through a General Fund supplemental appropriation request in FY 1995-96, which has not been included in the Police Department budget and (b) \$1,573,521 in equipment purchases as part of the 911 Dispatch Center Financing Project; and

(2) commit the City to continued funding of 9 new civilian Dispatcher positions in the Tele Services Unit, at an annual cost of approximately \$405,667 plus salary step and other related increases.

3. Approve the proposed resolution as amended.

BUDGET SUMMARY

The total cost proposed by the City and County of San Francisco's Police Department is \$6,969,310 for the purchase of equipment and technology, the procurement of civilian employees and payment of overtime. Of this amount, the Department proposes to expend \$ 4,475,800 (64%) in federal funds over the one year grant period. The proposed amount of non-federal expenditures over the one year grant period will be \$ 2,493,510 (36%). This local match exceeds the 25% minimum requirement by 11%. The Department's match will be made in hard dollar amounts through the City and County of San Francisco.

	Technology Equipment	Support Resources	Overtime	Total
Federal Expd.	\$ 3,671,550	\$ 304,250	\$ 500,000	\$ 4,475,800
Federal %	70%	75%	38%	64% (avg)
Local Match	\$ 1,573,521	\$ 101,417	\$ 818,572	\$ 2,493,510
Local %	30%	25%	62%	36% (avg)
Total	\$ 5,245,071	\$ 405,667	\$ 1,318,572	\$ 6,969,310

Equipment and Technology

The San Francisco Police Department proposes to expend a total of \$ 5,245,071 for the equipment and technology necessary for the COPS MORE Program. The proposed amount of federal expenditures over the one year grant period will be 70% of this total (\$ 3,671,550), with a 30% local match of \$ 1,573,521.

The City and County of San Francisco's "9-1-1/CAD/RMS/Radio Project", includes plans to modernize the public safety communications infrastructure for the City's Emergency Services. This endeavor is locally funded using proceeds from two bond issues passed by the voters in 1993 and 1994. Local matching funds for the COPS MORE Proposal will be identified from this project.

Equipment specifications and total project costs were developed with the assistance of Public Safety Consultants, Inc., which is retained by the City and county of San Francisco to develop project technical specifications and cost estimates based on current market prices and recent comparable installations. Equipment quantities were determined by need to replace existing units with enhancement as described in the redeployment summary

The City is committed to this undertaking and seeks federal assistance only to the extent that local revenues do not entirely permit the implementation of a complete system. The City's match is in hard dollar amounts, entirely local in origin, and exceeds the minimum

requirement by 5% for a total local match of 30% for equipment and technology. Also, administration costs, totally paid by the City and County of San Francisco, further increases our local support. A more detailed description of this component is attached in Appendix VI.

EQUIPMENT AND TECHNOLOGY			
ELEMENTS	UNIT AMOUNTS	UNIT COST	EXTENDED COST
MCTs	406	\$ 6,000	\$ 2,436,000
Docking Stations	36	\$ 1,500	\$ 54,000
Interface Develop.	N/A	N/A	\$ 1,000,000
Installation	406	\$ 600	\$ 243,600
Software for MCTs	406	\$ 1,500	\$ 609,000
Tele Service	5	\$ 3,789	\$ 18,945
Laser Printers	2	\$ 763	\$ 1,526
Software	5	\$ 400	\$ 2,000
System Integration	N/A	N/A	\$ 880,000
TOTAL COSTS			\$ 5,245,071
Federal Expenditures (70%)			\$ 3,671,550
Local Match (30%)			\$ 1,573,521

Support Resources

The total amount of federal expenditures over the one year period for hiring nine civilian dispatchers is \$304,250. The City and County of San Francisco proposes a \$ 101,417 (25%) local match for this component.

The cost of the nine dispatchers was determined by identifying the base salary (\$35,570) plus the fringe benefits. The City's share of employee pensions and unemployment insurance contributions is (13%) of the base salary totalling \$4,624 for each dispatcher. Medical and dental costs for the City and County of San Francisco is a fixed amount of \$4,879 for each employee. The cost for each dispatcher will be \$45,073 totalling \$405,658 for nine.

The City and County of San Francisco's local match for the nine civilian dispatchers hired will be exactly 25% of the total cost. These nine civilians combined with the new equipment and technology, will allow the Department to redeploy 12 sworn officers to community policing activities and increase the operating time of the Tele Service Unit to 24 hours per day.

SUPPORT RESOURCES		
	Cost per Dispatcher	Total Cost (9 Dispatchers)
Base Salary Cost	\$ 35,570	\$ 320,130
Fringe Benefits		
Unemployment/Medicare (1.625%) (11.39%)	\$ 4,624	\$ 41,617
Medical/Dental	\$ 4,879	\$ 43,911
Total	\$ 45,073	\$ 405,658

Overtime

The total amount of federal expenditures requested for overtime during the one year period is \$500,000. The City and County of San Francisco proposes an \$ 818,572 (62%) local match for this component.

The total overtime amount is based upon the cost of 20 officer equivalents. These officer equivalents were determined using the Cost Effectiveness formula. Each officer equivalent will work 2,088 hours of overtime per year, at a time and one-half hourly rate. The total hours for these 20 officer equivalents is 41,760 for the one year period.

OVERTIME		
	Per Officer Equivalent	20 Officer Equivalents
Overtime Hours per Year	2,088	41,760
Overtime Cost (\$31.575 hr.)	\$ 65,929	\$ 1,318,572

The source of the City's local match for Support Resources and Overtime will come from the General Fund of the City and County of San Francisco. The San Francisco Police Department will request funds necessary for the required match for the COPS MORE Program, during the annual budget process.

As of October 1, 1994 the San Francisco Police Department's budget included a total amount of \$276,000 for equipment and technology. This provided new photo lab equipment, portable radios and a new finger print computer. The overtime budgeted for the community police officers assigned to the ten decentralized police stations totalled \$5,299,127. This overtime include court appearances, field arrests, criminal investigations, meetings attended, special events and staffing shortages.

The City and county of San Francisco's fiscal year begins on July 1. The designated Federal cognizant agency for the San Francisco Police Department is the U.S. Department of Justice, Bureau of Justice Assistance



ANTHONY D. RIBERA, Ph.D.
CHIEF OF POLICE

POLICE DEPARTMENT
CITY AND COUNTY OF SAN FRANCISCO
THOMAS J. CAHILL HALL OF JUSTICE
850 BRYANT STREET
SAN FRANCISCO, CALIFORNIA 94103

July 21, 1995

Lauren Nadler
Office of Board of Supervisors Budget Analyst
1390 Market Street, Room 1025
San Francisco, CA 94102

Dear Ms. Nadler:

In response to your inquiry regarding the relation between the SFPD's "COPS MORE" grant application for MDT equipment and the City's 9-1-1 Project, please see the attached letter from the Chief Administrative Officer explaining the necessity of such equipment and authorizing the use of 9-1-1 Project moneys to provide the local matching funds.

The primary goal of the 9-1-1 Project is to improve 9-1-1 call-taking and the effective dispatch of public safety service providers, including police officers, in response to calls for service. The process requires modernization of several components used to transmit critical information to and from the field, including replacement of our existing Mobile Data Terminals. We currently employ Motorola KDT 480's which are technologically obsolete and no longer adequately supported by the manufacturer. We now acquire replacement units largely by looking for salvaged equipment discarded by other departments which are upgrading to meet new federal and state standards affecting the means of data transmission and types of data to be transmitted by law enforcement and other public safety agencies. This is at best a temporary strategy because standards are changing and we shall have to comply with them in the near future. The 9-1-1 Project directly addresses these requirements and is a most opportune development from the perspective of our equipment needs.

I would be happy to comment on our use of such equipment if more information is required. With regard to the source of local funds and financial commitments made by the CAO, you may wish to contact Mr. Ralph Jacobson, 9-1-1 Project Manager for the Office of the CAO (554-4847), for additional information. The attached letter was submitted to USDOJ as part of the COPS MORE application and we have not been advised of any changes in the level of support promised by the CAO's office.

Sincerely yours,

Deputy Chief Frank Reed
SFPD, Administration Bureau

FR:svl

cc: Ralph Jacobson



RUDOLF NOTHENBERG
Chief Administrative Officer
San Francisco

March 13, 1995

Ms. Janet Reno
Attorney General
U.S. Department of Justice
Office of the Attorney General
Washington, DC 20530

Dear Ms. Reno:

The City and County of San Francisco is submitting to your office an application for funding authorized under the "Cops On the Beat" grant provisions of the Violent Crime Control and Law Enforcement Act of 1994. The application for COPS MORE funding includes a request for equipment and technology assistance that will enhance community policing programs and officer redeployment.

My office currently oversees several large public safety projects which will have a major impact on the SFPD:

1. Construction of a new public safety communications facility for police, fire paramedic and parking and traffic control departments.
2. Installation of a new public safety 800MHz trunked voice and data radio system.
3. Replacement of all 9-1-1 call taking infrastructure.
4. Installation of new public safety computer aided dispatch (CAD) system.
5. Installation of new public safety Record Management Systems.

Local funding of these projects is approximately \$110,000,000. Bond financing for the radio system was approved by voters with the passage of Proposition H in November, 1993; support for the rest of the objectives came with voter acceptance of Proposition B in June 1994 which finalized a local telephone based fee enacted by the Board of Supervisors (Ord. 419-93). Despite the depth of local commitment of these projects, several important areas remain under funded because of limitations on the total amount available to us.


Honorable Janet Reno

March 16, 1995

Page Two

The replacement of "dumb" police MVT terminals by "smart" modern mobile computing terminals (MCT's) is one example. This technology is critical if the city is to move ahead in implementing NCIC 2000 standards. I am also informed by SFPD management that community policing will make heavy use of computing resources in order to get maximum efficiency and effectiveness from staff. On account of the shortfall in local funding, and because of the opportunities arising from passage of the Violent Crime Control and Law Enforcement Act of 1994, I have informed the SFPD that some local project funding can be used as hard match money to acquire important technological assets that might not otherwise be available soon, if ever. I strongly support the City's application under COPS MORE and can assure you that the project for which technology and equipment funds are requested is wholly endorsed by the local voters and their elected officials.

Sincerely yours,



Rudolf Nothenberg
Chief Administrative Officer

Grantor Department of Justice (DOJ)
Contact Person Jaime Philips
Address 1100 Vermont Avenue N.W.
Washington, D.C. 20044
Amount Requested \$ 4,475,800.00
Term: From July 1, 1995 To June 30, 1996
Health commission _____

Division Community Oriented Policing Services(COPS)
Section _____
Contact Person _____
Telephone 1 - 202 - 514 - 2058
Application Deadline March 17, 1995
Notification Expected June, 1995
Board of Supervisors: Finance Committee _____
Full Board _____

I Item Description: Request to (apply for)(accept and expend) a new(~~continuation~~)(allocation)(augmentation to a) grant in the amount of \$ 4,475,800 from the period of July 1, 1995 to June 30, 1996 to provide technology/equipment, support resources and overtime services.

II Summary: (Context/history; need addressed; number & groups served; services and provide)

Through the COPS MORE Program, the Police Department proposes to purchase equipment and technology providing 224 officer equivalents for community policing activities, procure nine civilian dispatchers to redeploy 12 sworn officers from administrative duties to community policing duties and pay overtime to sworn officers providing an additional 20 officer equivalents for community policing in district stations for a one year period

III Outcomes/Objectives:

The redeployment of sworn officers identified through the COPS MORE Program provides community policing support for the long term plan of the San Francisco Police Department. The Department is striving to increase the staffing of community police officers at the district police stations by implementing a comprehensive recruiting, hiring and training plan and by replacing sworn officers with civilian personnel for their redeployment to community policing activities.

IV Effects of Reduction or Termination of These Funds:

The funds provided through this program will improve the efficiency and effectiveness of the community policing activities in the 10 police districts of San Francisco. This will provide the citizens of San Francisco with an increased policing presence in their neighborhoods to reduce crime and solve problems identified by the citizens.

V Financial Information:

	<u>Col. A</u> <u>Two Years Ago</u>	<u>Col. B</u> <u>Past Year/Org</u>	<u>Col. C</u> <u>Proposed</u>	<u>Col. D</u> <u>Change</u>	<u>Req Match</u>	<u>Approved by</u>
Grant Amount	<u>00</u>	<u>00</u>	<u>\$4,475,800</u>	<u>00</u>	<u>\$2,493,510</u>	_____
Personnel	<u>00</u>	<u>00</u>	<u>\$ 304,250</u>	<u>00</u>	<u>\$ 101,417</u>	_____
Equipment	<u>00</u>	<u>00</u>	<u>\$3,671,550</u>	<u>00</u>	<u>\$1,573,521</u>	_____
Contract Svc.	_____	_____	_____	_____	_____	_____
Mat & Supp.	_____	_____	_____	_____	_____	_____
Facilities/Space	_____	_____	_____	_____	_____	_____
Other	<u>00</u>	<u>00</u>	<u>\$ 500,000</u>	<u>00</u>	<u>\$ 818,572</u>	_____
Indirect Costs	_____	_____	_____	_____	_____	_____

VI Data Processing

(costs included above)

VII. Personnel

F/T CSC	<u>00</u>	<u>00</u>	<u>\$ 304,250</u>	_____	<u>\$ 101,417</u>	_____
P/T CSC	_____	_____	_____	_____	_____	_____
Contractual	_____	_____	_____	_____	_____	_____

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

N/A

Will grant funded employees be retained after this grant terminates? If so, How?

Yes. Funding for these employees will be identified in the 1996/1997 Police Department's budget proposal.

VIII Contractual Services Open Bid _____ Sole Source _____ (if sole source, attach Request for Exemption Form)

Item 1i - File 143-95-3

Department: Police Department

Item: Resolution authorizing the Chief of Police to retroactively apply for, accept, and expend funds in the amount of \$1,950,000, for new funding for a three year project entitled, "Community Oriented Policing Services-Accelerated Hiring, Education, and Development Program" (COPS-AHEAD), plus a required match of \$3,282,032 for a total program cost of \$5,232,032.

Grant Amount: \$1,950,000

Grant Period: July 1, 1995 to June 30, 1998 (Three Years)

Source of Funds: United States Department of Justice/Office of Community Oriented Policing Services

Project: Community Oriented Policing Services-Accelerated Hiring, Education, and Development Program" (COPS-AHEAD)

Description: The proposed grant would hire 26 Police Officers through the COPS AHEAD program to increase the level of community policing services in District Police Stations as consistent with the long term plan of the San Francisco Police Department (SFPD). Community policing services are designed to increase Police Officer presence in the City's neighborhoods.

Officer Jeff Clark of the Police Department advises that the SFPD applied for this grant in March of 1995, and has received notice of a grant award in the amount of \$1,950,000.

Budget:	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Total</u>
	<u>7/95-6/96</u>	<u>7/96-6/97</u>	<u>7/97-6/98</u>	
Federal	\$910,000	\$650,000	\$390,000	\$1,950,000
Federal %	56%	38%	21%	37%
Local Match	728,806	1,064,466	1,488,760	3,282,032
Local %*	44%	62%	79%	63%
Total	\$1,638,806	\$1,714,466	\$1,878,760	\$5,232,032

*The Local Match percentage increases in each fiscal year concurrent with the COPS AHEAD grant requirements.

Personnel-Year 1

26 Q2 Police Officers	
@\$44,960 per Police Officer	\$1,168,960
Fringe Benefits	<u>469,846</u>

Total Year 1 Cost	\$1,638,806
-------------------	-------------

Personnel-Year 2

26 Q2 Police Officers	
@\$47,201 per Police Officer	\$1,227,226
Fringe Benefits	<u>487,240</u>

Total Year 2 Cost	1,714,466
-------------------	-----------

Personnel-Year 3

26 Q2 Police Officers	
@\$52,065 per Police Officer	\$1,353,690
Fringe Benefits	<u>525,070</u>

Total Year 3 Cost	<u>1,878,760</u>
-------------------	------------------

Total COPS AHEAD Cost	\$5,232,032
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Required Match: \$3,282,032, over the three years from July 1, 1995 to June 30, 1998. As noted in Comment 1, below, the matching funds for the current, 1995-96 Fiscal Year have been included in the Police Department's budget.

Indirect Costs: None

Comments: 1. Officer Jeff Clark of the Police Department advises that the grant application has already been submitted, and the U.S. Department of Justice has notified the SFPD of a grant award in the amount of \$1,950,000. As such, the proposed legislation provides authorization for the Police Department to retroactively apply for the proposed grant funds.

2. Officer Clark states that the required match of \$728,806 and the 26 required Police Officer positions for Year 1 of the COPS AHEAD Program and has been included in the FY 1995-96 Police Department budget. The required local match for Years 2 and 3 (FY 1996-97 and FY 1997-98) of \$1,064,466 and \$1,488,760 respectively, for a total of \$2,553,226 for both fiscal years, will similarly be included in the Police Department's General Fund budget request for each year.

Memo to Government Efficiency and Labor Committee
July 26, 1995 Government Efficiency and Labor Committee Meeting

3. The three year budget for the COPS AHEAD program includes anticipated increases in salaries for the 26 Police Officers hired under the grant program.
4. The Summary of Grant Request, as prepared by the Police Department, is attached.
5. The Police Department has completed a Disability Access Checklist, which is on file with the Clerk of the Board's Office.

Recommendations: Approve the proposed resolution.

Grantor Department of Justice (DOJ)
 Contact Person Jaime Philips
 Address 1100 Vermont Avenue N.W.
Washington, D.C. 20044
 Amount Requested \$ 1,950,000.00
 Term: From July 1, 1995 To June 30, 1998
 Health commission _____ Board of Supervisors: Finance Committee _____

Division Community Oriented Policing Services(COPS)
 Section _____
 Contact Person _____
 Telephone 1 - 202 - 514 - 2058
 Application Deadline March 3, 1995
 Notification Expected June, 1995
 Full Board _____

I. Item Description: Request to (apply for)(accept and expend) a (new)(continuation)(allocation)(augmentation) to a grant in the amount of \$ 1,950,000 from the period of July 1, 1995 to June 30, 1998 to provide salaries and benefits for sworn officers services.

II. Summary: (Context/history, need addressed; number & groups served; services and provide)

Through the COPS AHEAD Program, the Police Department proposes to pay, over a three year period \$75,000 of twenty six newly hired community police officers' salaries and benefits and assign these officers to one of the 10 district stations to provide community policing services to the citizens of San Francisco

III. Outcomes/Objectives:

The hiring of these new sworn officers identified through the COPS AHEAD Program provides community policing support for the long term plan of the San Francisco Police Department. The Department is striving to increase then staffing of community police officers at the district police stations by implementing a comprehensive recruiting, hiring and training plan and by replacing sworn officers with civilian personnel for their redeployment to community policing activities.

IV. Effects of Reduction or Termination of These Funds:

The funds provided through this program will improve the efficiency and effectiveness of the community policing activities in the 10 police districts of San Francisco. This will provide the citizens of San Francisco with an increased policing presence in their neighborhoods to reduce crime and solve problems identified by the citizens

V. Financial Information:

	<u>Col. A</u> Two Years Ago	<u>Col. B</u> Past Year/Org.	<u>Col. C</u> Proposed	<u>Col. D</u> Change	<u>Req Match</u>	<u>Approved by</u>
Grant Amount	<u>00</u>	<u>00</u>	<u>\$1,950,000</u>	<u>00</u>	<u>\$3,629,620</u>	_____
Personnel	<u>00</u>	<u>00</u>	<u>\$1,950,000</u>	<u>00</u>	<u>\$3,629,620</u>	_____
Equipment	_____	_____	_____	_____	_____	_____
Contract Svc.	_____	_____	_____	_____	_____	_____
Mat. & Supp.	_____	_____	_____	_____	_____	_____
Facilities/Space	_____	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____
Indirect Costs	_____	_____	_____	_____	_____	_____

VI. Data Processing

(costs included above) _____

VII. Personnel

F/T CSC	<u>00</u>	<u>00</u>	<u>\$1,950,000</u>	<u>\$3,629,620</u>	_____
P/T CSC	_____	_____	_____	_____	_____
Contractual	_____	_____	_____	_____	_____

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

N/A

Will grant funded employees be retained after this grant terminates? If so, How?

Yes, Full funding for the these employees will be identified in the 1998/1999 Police Department's budget proposal.

VIII. Contractual Services: Open Bid _____ Sole Source _____ (if sole source, attach Request for Exemption Form)

Item 1j - File 147-95-7

Department: Public Library

Item: Authorizing the City Librarian to apply for funds available from the California State Library's Administration of Library Services and Construction Act (LSCA) Title I funds for a Project Read- Southeast Literacy Program; including indirect costs of 5 percent.

Grant Amount: \$57,540

Grant Period: October 1, 1995 though September 30, 1996

Source of Funds: California State Library's Administration of Library Services and Construction Act (LSCA) Title I funds.

Project: Project Read - Southeast Literacy Program

Description: Project Read is the adult literacy program of the Public Library. The Project Read program offers English-speaking adults, who lack basic reading and writing skills, free confidential tutoring by trained volunteers.

The proposed grant funds would be used to implement the Southeast Literacy Program. The Southeast Literacy Program is a program designed to (1) provide outreach to individuals in the Bayview-Hunters Point area, (2) promote literacy services in the area, and (3) develop a literacy services delivery system through collaborations with service delivery agencies located in the Bayview-Hunters Point area.

Mr. Warren Kennell of Project Read advises that currently Project Read provides limited outreach and advertising in the Bayview-Hunters Point area because potential students are unwilling, or unable to travel long distance by bus to the main library, or to meet tutors, who in turn, are unwilling to go to the Bayview-Hunters Point area.

Budget: The proposed grant funds would allow the Project Read Director to (1) hire a Coordinator for the Southeast Literacy Program, and (2) purchase one van which would allow Project Read to increase its visibility in the area, and conduct collaborative outreach services with Bayview-Hunters Point agencies. Project Read's budget for the Southeast Literacy Program is as follows:

Memo to Government Efficiency and Labor Committee
July 25, 1995 Government Efficiency and Labor Committee Meeting

Personnel (1.0 FTE Coordinator)	\$34,800
Equipment (Van)	<u>20,000</u>
Total Direct Cost	\$54,800
Indirect Costs (5% of Total Direct Cost)	<u>2,740</u>
Total Proposed Grant	\$57,540

Required Match: None.

Indirect Costs: \$2,740 (5% of Total Direct Cost)

Comments:

1. Mr. Kennell indicates that the Coordinator for the Southeast Project would not be a civil service position, because grant funds for Project Read are administered by the non-profit agency, Friends of the San Francisco Public Library, which has been the fiscal agent for Project Read since its inception in 1983.
2. The Public Library has prepared a Disability Access Checklist for the Southeast Literacy Program, which is on file with the Clerk of the Board's Office.
3. The Public Library's Grant Application Information Form is attached.
4. Mr. Kennell advises that the due date for application for the proposed grant funds was May 1, 1995. As such the proposed resolution should be amended to authorize the Public Library to apply for the grant funds retroactively.

Recommendation:

1. Amend the proposed resolution to authorize the Public Library to apply for the proposed grant funds retroactively.
2. Approve the proposed resolution as amended.

File Number _____

GRANT APPLICATION INFORMATION FORM

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution.

Department: San Francisco Public Library/Project Read

Contact person: Ana Linder Phone: 415/557-4388

Project title: Southeast Literacy Program

Grant source: California Library Literacy Service Funds (CLSA)

Proposed (x New / Continuation) Grant Project Summary:

The CLSA, LSCA Title I funds will be used to provide literacy and outreach services in the Bayview Hunter's Point community.

Amount of grant funding applied for: \$57,540

Maximum funding amount available: N/A

Required matching funds: N/A

Number of positions created and funded: 1

Amount to be spent on contractual services: \$54,800

Will contractual services be put out to bid? No

Since the inception of Project Read in 1983, the Friends of the San Francisco Public Library have been the sole contractor of all Project Read's Federal & State grants. The Friends of the Library, a non-profit organization, exists to provide support to the library. Project Read was started by the Friends of the Library. The staff is very knowledgeable of our program and services. They are the best suited organization for contractual services. In addition, they provide support services free of charge.

Item 1k - File 147-95-8

Department: Public Library

Item: Resolution authorizing the Public Library to accept \$30,000 in grant funds awarded by the Corporation for Public Broadcasting/Annenberg Foundation as part of the Community Wide Education and Information Services (CWEIS) program to participate in a collaborative project integrating a variety of telecommunications programs and services to create and provide access to knowledge, education and information resources; waiving indirect costs.

Grant Amount: \$30,000

Grant Period: August 16, 1995 through approximately March 1, 1996.

Source of Funds: Corporation for Public Broadcasting/Annenberg Foundation

Project: Community Wide Education and Information (CWEIS) program. The Public Library's portion of the CWEIS program is called the CityLink/Bridge Connection project.

Description: In July of 1994, the Community Wide Education and Information (CWEIS) program was started as a cooperative effort to build an electronic network between public service agencies in San Francisco, so that these agencies could share information and resources, and enhance educational tools. The CWEIS program is composed of a consortium of public service agencies, including the San Francisco Unified School District, San Francisco State University, KQED, Inc., The WELL (an on-line service provider), CITYWATCH 54, the Exploratorium, Computers and You (a non-profit community center), and the Public Library.

The Public Library's portion of the CWEIS program is entitled the "CityLink/Bridge Connection project." The Public Library was invited to join the CWEIS program so that (1) the Public Library could become an additional site for the public to access the electronic network of the public service agencies listed above, (2) the Public Library could share its electronic resource system, including on-line catalogs, and Internet access with the public and other agencies, and (3) the Public Library could collaborate with other CWEIS program members to develop methods of enhancing on-line educational tools for students.

The Public Library first hired a planning consultant to initiate development of the CityLink/Bridge Connection

project using funds provided by the Corporation for Public Broadcasting/Annenberg Foundation (CPB/AF) in August of 1994. In early 1995, the Public Library replaced the services of the consultant with those of a temporary 1370 Special Assistant, hired with Federal grant funds. Mr. Ed McBride of the Public Library advises that, because these Federal grant funds will expire on August 15, 1995, the CPB/AF has offered to provide a one time payment of \$30,000 for the salary and fringe benefits of the temporary 1370 Special Assistant XI position from August 16, 1995 through approximately March 1, 1996. The amount of \$30,000 is the subject of the proposed resolution. The annual cost of this position is \$55,303, including salary and fringe benefits.

Mr. McBride advises that the Public Library has pending legislation to apply for a grant from the National Science Foundation (NSF) which would be used to continue to fund the planning position beyond March 1, 1996, and would also provide funding for the implementation of the CityLink/Bridge Connection project, including equipment purchases. Mr. McBride advises that the temporary 1370 Special Assistant XI position would assist with the implementation of the project. Mr. McBride advises that if the Public Library does not receive the NSF funding, the temporary 1370 Special Assistant XI position will be terminated as of approximately March 1, 1996 because without the implementation funding, the CityLink/Bridge Connection project will be terminated.

Budget: The budget for the proposed funds from August 16, 1995 through approximately March 1, 1996 is as follows:

1.0 FTE (temporary 1370 Special Assistant XI position)	\$25,599
Fringe Benefits	<u>4,401</u>
Total	\$30,000

Required Match: None

Indirect Costs: None. The Public Library has requested that indirect costs be waived because the funding agency does not allow for the inclusion of indirect costs.

Comment: 1. Mr. McBride advises that the Corporation for Public Broadcasting/Annenberg Foundation approached the Public Library with an offer to fund the Special Assistant XI position in order to continue the planning phase of the Public Library's CityLink/Bridge Connection project. Therefore, the

Public Library was not obliged to submit an application for the proposed grant funds.

2. The Public Library has prepared a Disability Access Checklist for the CityLink/Bridge Connection project, which is on file with the Clerk of the Board's Office.

3. The Public Library's Grant Application Information Form is attached.

Recommendation: Approve the proposed resolution.

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: San Francisco Public Library

Contact Person: Ed McBride Telephone: 415-557-4215

Project Title: CityLink/Bridge

Grant Source: Corporation for Public Broadcasting/KQED

Proposed (New / ~~Continuation~~) Grant Project Summary:

The project joins the library in a consortium including KQED, Unified School District, San Francisco State University, The WELL, CityWatch 54, the Exploratorium and other partners to develop and coordinate a Community Wide Education and Information Service on-line and on-cable TV. The program focuses on access to the Internet for the public, homework assistance online, and mentorship for at-risk youth using a variety of telecommunications services. It includes production of a library program for children on cable-TV.

Amount of Grant Funding Applied for: \$30,000

Maximum Funding Amount Available: \$30,000

Required Matching Funds: Grant Funds and In-Kind

Number of Positions Created and Funded: 1

Amount to be Spent on Contractual Services: none

Will Contractual Services be put out to Bid? N/A

Term of Grant: Through June 30, 1996

Date Department Notified of Available funds: May 1995

Application Due Date: N/A

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):



Department Head Approval

Item 11 - File 152-95-2

Department: Sheriff's Department

Item: Resolution authorizing retroactively the Sheriff of the City and County of San Francisco to apply for, accept, and expend funds in the amount of \$60,858, which include indirect costs in the amount of \$2,968 made available through the Office of Criminal Justice Planning for a project entitled "San Francisco Drug Abatement Project."

Grant Amount: \$60,858

Grant Period: From July 1, 1995 through June 30, 1996

Source of Funds: California Office of Criminal Justice Planning

Project: San Francisco Drug Abatement Project

Description: The San Francisco Drug Abatement Project would provide additional resources for the Sheriff's Department to more closely monitor prisoners sentenced to alternative jail programs (Sheriff's Work Alternative Program, Home Detention, Community County Parole, or Residential County Parole) for drug-related offenses. The Project would attempt to apprehend and return to jail prisoners who fail to appear at, or violate the rules of, alternative jail programs.

Funds for the program are made available through the Federal Anti-Drug Abuse Act of 1986 and are administered by the California Office of Criminal Justice Planning (OCJP).

To implement the Drug Abatement Project the Sheriff's Department will hire two temporary Class 8274 Sheriff's Cadets. The two Cadets will track prisoners in the alternative jail programs by collecting criminal history information, probation reports, police arrest reports, urinalysis test results and other prisoner status information. They will also provide the administrative and clerical support necessary for the Project. The activities of the two cadets will be designed to enhance the field efforts of the Sheriff's Department Warrant Service Unit, which issues and serves Return to Custody warrants.

The Drug Abatement Project will give highest priority to persons living in or frequenting high crime areas, and to those persons considered to be violent, gang affiliated, or serious drug offenders. The Sheriff's Department will also locate and arrest persons with warrants issued by the Drug

Court, which oversees drug related offenses, and persons violating conditions of intensive probation supervision.

Budget: The estimated budget for the proposed Drug Abatement Project is \$60,858. A breakdown of the cost estimates for the Drug Abatement Project is provided below.

Project Management

Sheriff's Cadet (2 FTE @ \$822 per pay period per Cadet times 26.1 pay periods)	\$42,908
Mandatory Fringe Benefits	6,327
Overtime (386 hours times \$15.42 per hour)	<u>5,958</u>
Subtotal	\$55,193

Operating Expenses

Audit costs (as required required by City Controller's Office)	\$1,500
Travel (OCJP Conferences and management workshop)	<u>1,622</u>
Subtotal	\$3,122

Indirect Costs \$2,543

TOTAL **\$60,858**

Required Match: None

Indirect Costs: The indirect costs of \$2,543 represents approximately 4.5 percent of \$56,818, (total direct costs of \$58,315 less audit costs of \$1,500).

Comments: 1. Sgt. Jim Denman of the Sheriff's Department advises that the two Sheriff's Cadets implementing the Drug Abatement Project would not be continued upon termination of the grant.

2. Travel expenses totaling \$1,622 would enable the two Sheriff's Cadets hired for the Drug Abatement Project to attend a OCPJ required training program and project management workshop, according to Sgt. Denman.

3. The Sheriff's Department has prepared a Disability Access Checklist which is in the file.

4. A Summary of Grant Request is attached.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
July 25, 1995 Government Efficiency and Labor Committee Meeting

Recommendation: Approve the proposed resolution.

Item No. _____

- Summary of Grant Request

Rev. 4/10/90

Grantor Office of Criminal Justice Planning
 Contact Person Carole Gerber
 Address 1130 K Street, Suite 300
Sacramento, CA 95814
 Amount Requested \$ 60,858.00
 Term: From 07/01/95 To 06/30/96
 Health Commission _____ Board of Supervisors: Finance Committee _____

Division Alternative Programs Division
 Section Field Operations Union
 Contact Person Sergeant James Denman
 Telephone (415) 558-2470
 Application Deadline 06/01/95
 Notification Expected 06/30/95

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation) (a) grant in the amount of \$ 60,858 from the period of 07/01/95 to 06/30/96 to provide Anti-Drug Abuse Warrant services.
 (Circle appropriate words)

II. Summary: (Context/history; need addressed; number & groups served; services and providers)

III. Outcomes/Objectives:

The Sheriff will return to custody sentenced drug offenders who violate program rules, fail to appear, or walk away from SWAP, Home Detention, or County Parole Programs.

IV. Effects of Reduction or Termination of These Funds:

Prisoners placed in Alternative Programs would be inclined to use drugs, commit drug-related crimes, to pose problems for police in high crime areas.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Org.	Col. C Proposed	Col. D Change	Req. Match	Approved
Grant Amount	80,696	54,900	60,858	+ 9%		
Personnel	73,614	49,235	55,193	+10%		
Equipment						
* Contract Svc.						
Mat. & Supp.						
Facilities/Space						
Other	3,122	3,122	3,122	0		
Indirect Costs	3,960	2,543	2,543	0		

VI. Data Processing

(rows included above)

VII. Personnel

	2	2	2	0
F/T CSC				
P/T CSC				
Contractual				

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

N/A

Will grant funded employees be retained after this grant terminates? If so, How?

No

*VIII. Contractual Services: Open Bid _____ Sole Source _____ (if sole source, attach Request for Exemption Form)

Item 1m - File 172-95-14.1

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health, Community Substance Abuse Services, to enter into an amended hold harmless Medi-Cal agreement retroactive from July 1, 1994 through June 30, 1995 with the State of California, Department of Alcohol and Drug Programs, in the amended amount of \$5,376,526 as a condition of receiving State Medi-Cal funds for substance abuse treatment; authorizing and designating the Director of Substance Abuse Services to sign said Agreement.

Amount of Agreement: \$5,376,526

Source of Funds: State of California, Department of Alcohol and Drug Programs

Period of Agreement : July 1, 1994 through June 30, 1995

Description: Under State law, the City each year enters into an agreement with the State Department of Alcohol and Drug Programs under which the City is reimbursed for substance abuse services provided to Medi-Cal recipients. The Board of Supervisors previously approved this Medi-Cal Agreement for FY 1994-95 (File 172-95-14), approving a reimbursement amount of \$5,559,002, based on projected Medi-Cal billings by substance abuse service providers during the fiscal year. Subsequent to that approval, a number of changes in drug Medi-Cal programs occurred which reduced the reimbursement due the City by \$182,476, from the original projection of \$5,559,002, to a lower total of \$5,376,526. The proposed resolution would amend the original Medi-Cal Agreement to reflect this new amount, and is required by the State in order for the City to receive its full reimbursement for FY 1994-95.

According to Mr. Jim Stillwell of the Department of Public Health's Community Substance Abuse Services (CSAS), CSAS provides substance abuse services to Medi-Cal recipients through contracts with approximately 10 different non-profit service providers using approximately 13 types of programs. During FY 1994-95, the Medi-Cal billing experience of 8 such programs was different than originally projected. In addition, 4 new programs received favorable certifications during the year which allow them to treat and

bill for Medi-Cal clients. As described above, the actual drug Medi-Cal billings which are reimbursable by the State totaled \$5,376,526, a decrease of \$182,476 from the prior projected amount of \$5,559,002.

According to Mr. Stillwell, the new programs which became Medi-Cal certified in FY 1994-95 are; Walden House Adolescent Day Treatment, Jelani House, Women's Alcoholism Center (Pomeroy House, Mia House, and Aviva House), and Bay Area Addiction Research and Treatment (Outpatient Drug-Free Program and Naltrexone Program).

The proposed Medi-Cal Agreement includes a hold harmless clause which provides that the City will hold the State harmless from (1) any claims and losses in connection with contractors, subcontractors, individuals, firms and corporations furnishing or supplying work services, materials or supplies pertaining to the performance of this contract and (2) any claims and losses resulting to any person, firm or corporation who may be injured or damaged in connection with the City's performance of this contract. Ms. Paula Jesson of the City Attorney's Office, advises that this hold harmless agreement is a standard State agreement and that it is reasonable for the City to enter into this agreement as it is drafted.

Comments:

1. As previously noted, the Medi-Cal Agreement has an effective date of July 1, 1994. As such, the proposed resolution provides for retroactive approval for the DPH to enter into the Medi-Cal Agreement. The DPH advises that the reason the proposed legislation is just now being submitted to the Board of Supervisors is because there were issues involving the State's allocation of these funds, as well as Medi-Cal certification issues and billing amounts, which were not resolved until June of 1995.

2. As described above, the decrease of \$182,476 in the Medi-Cal Agreement between the City and the State simply reflects a decrease from earlier projections in the use of substance abuse services by Medi-Cal clients which are paid by the City and reimbursed by the State, and will have no further impact on the City's budget.

Recommendation: In accordance with the City Attorney's advice on the hold harmless provision, and the Board of Supervisors prior approval of this Agreement, approve the proposed resolution.

Item 1n - File 172-95-14.2

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health, Community Substance Abuse Services (CSAS), to enter into an amended Net Negotiated Amount Agreement retroactive from July 1, 1994 through June 30, 1997 with the State of California, Department of Alcohol and Drug Programs as a condition of receiving \$10,784,648 in State funds for substance abuse treatment; authorizing and designating the Director of Substance Abuse Services to sign said Agreement and to approve contract amendments for transfers of less than ten percent (10%) of the contracted amount.

Source of Funds: State of California, Department of Alcohol and Drug Programs

Period of Agreement: July 1, 1994 through June 30, 1997

Description: Under State law, San Francisco is reimbursed by the State Department of Alcohol and Drug Programs for costs associated with providing certain substance abuse services. Counties negotiate with the State to determine rates for different types of substance abuse services, and these rates are then incorporated into a State contractual agreement for a total "Net Negotiated Amount" (NNA Agreement).

The Board of Supervisors previously approved an NNA Agreement between the City and the State (File 172-94-39) which authorized an amount of \$27,241,331 for this Agreement for the three-year period from July 1, 1994 to June 30, 1997. Subsequent to that Agreement, changes to certain grant and formula-based programs, as well as further negotiations between the City and the State, and decisions by the State, resulted in an increase in the amount of State reimbursement available to the City. As such, the proposed resolution amends the NNA Agreement to specify a higher total negotiated reimbursement amount of \$28,905,852 for the three year period. The amended NNA Agreement referencing the new amount is required by the State in order for the City to be able to receive all of its reimbursement for FY 1994-95. Under the previously-approved NNA Agreement, the City would have received a total of \$9,120,127 in reimbursements for FY 1994-95. Under the amended NNA Agreement, the City will receive reimbursements totaling \$10,784,648 for FY 1994-95, an increase of \$1,664,521. The Attachment, provided by Mr. Jim Stillwell of CSAS, details the changes in various drug and

alcohol program funding sources making up this increased reimbursement amount.

CSAS currently funds approximately 80 different alcohol and drug programs through a variety of non-profit organizations and agencies. These programs include primary and secondary prevention and treatment programs, residential services, perinatal services, and other services. Although the expenditure of all NNA Agreement funds, including any increased funds during a given fiscal year, would still require approval of an appropriation ordinance by the Board of Supervisors, the proposed resolution would authorize the Director of Substance Abuse Services to approve amendments to the NNA Agreement involving the reallocation of less than ten percent of the amount of the NNA Agreement in any one fiscal year, which would be an amount of approximately \$1 million, among the various types of substance abuse treatment services. According to Dr. Larry Meredith, Director of Substance Abuse Services for CSAS, this authorization is necessary in order to expedite changes among various drug and alcohol treatment programs, and such changes would still require approval of the San Francisco Health Commission. This authorization was previously approved by the Board of Supervisors in its approval of the prior NNA Agreement.

The proposed NNA Agreement includes a hold harmless provision which provides that the City will hold the State harmless from (1) any claims and losses in connection with contractors, subcontractors, individuals, firms and corporations furnishing or supplying work services, materials or supplies pertaining to the performance of this contract and (2) any claims and losses resulting to any person, firm or corporation who may be injured or damaged in connection with the City's performance of this Agreement. Ms. Paula Jesson of the City Attorney's Office, advises that this hold harmless provision is a standard State provision and that it is reasonable for the City to enter into this Agreement as it is drafted.

Comment:

1. As previously noted, the proposed legislation would authorize the Director of Substance Abuse Services to approve amendments to the NNA Agreement involving the reallocation of less than ten percent of the Agreement amount in any single fiscal year, or an amount of approximately \$1 million, among the various substance abuse treatment service types, without further approval from the Board of Supervisors. Although this authorization was previously approved by the Board of Supervisors in its approval of the prior NNA Agreement, the Budget Analyst considers approval of this provision of the

proposed legislation to be a policy matter for the Board of Supervisors.

2. As previously noted, the NNA Agreement has an effective date of July 1, 1994. As such, the proposed resolution provides for retroactive approval for the DPH to enter into the NNA Agreement.

3. The increase of \$1,664,521 in the NNA Agreement between the City and the State reflects an actual increase in the funds available for substance abuse services. As noted above, the increase is due to changes in grant and formula-based programs, and to the outcome of negotiations and decisions by the State regarding reimbursements and funding for various drug and alcohol programs. According to Mr. Stillwell, these funds were allocated to existing substance abuse service programs, and to one new program (a grant of \$12,500 to Larkin Street Center). The increased amounts from various funding sources, totaling \$1,664,521, together with a list of the substance abuse service providers which received increased funding, are shown in the Attachment. Funds provided to San Francisco under the NNA Agreement require a 16 percent match from the City. According to Mr. Stillwell, San Francisco already exceeds this required match through the General Fund monies which the City commits to substance abuse services, and the funds required to meet the 16 percent match of the increase described above were already included in the CSAS budget for FY 1994-95.

Recommendation: The Budget Analyst recommends approval of the proposed ordinance except that we consider granting authorization for the Director of Substance Abuse Services to approve the reallocation of substance abuse monies, without further approval of the Board of Supervisors, to be a policy matter for the Board of Supervisors.

CSAS/DADP 94/95 NNA CONTRACT CHANGES IN FINAL AMENDMENT

	CONTRACT	AMENDMENT	CHANGE
SAPT-DISCRETIONARY	6,558,048	6,830,352	272,304
SAPT HIV SET ASIDE	980,018	1,047,739	67,721
HOMELESS PROJECTS	0	512,500	512,500
ALCOHOL/DRUG-FREE WORK PLACE	20,000	24,000	4,000
STATE GENERAL FUNDS	0	830,833	830,833
PERINATAL TREATMENT EXPANSION	145,491	122,854	(22,837)
TOTAL			1,664,521

SAPT-DISCRETIONARY: Federal Substance Abuse Treatment and Prevention Block Grant. Increase in funding not anticipated at the time of the original contract. Funds were allocated to programs in December 1994 as part of CSAS re-allocation of funding to addresses shortages caused by expiration of Forfeiture Funds and Medi-Cal Expansion. The re-allocation of funds was reviewed at that time by the CAAB/DAAB and Health Commission.

SAPT HIV SET ASIDE: Increased by Federal formula during Fall 1994. Increase in funding not anticipated at the time of the original contract. Funds were allocated to programs in December 1994 as part of CSAS re-allocation of funding to addresses shortages caused by expiration of Forfeiture Funds and Medi-Cal Expansion. The re-allocation of funds was reviewed at that time by the CAAB/DAAB and Health Commission.

STATE GENERAL FUNDS: These funds were not included in the original contract due to the unclarity at that time of the effect of the Medi-Cal lawsuit on availability of funds and the State's contracting regulations. Funds were allocated to programs in December 1994 as part of CSAS re-allocation of funding to addresses shortages caused by expiration of Forfeiture Funds and Medi-Cal Expansion. The re-allocation of funds was reviewed at that time by the CAAB/DAAB and Health Commission.

ALCOHOL/DRUG-FREE WORK PLACE: State funds with unexpected increase allocated to final year of existing project.

HOMELESS PROJECTS: State funded special projects: 1) Unexpected fourth (final) year continuation of grant for homeless services to CATS McMillan Drop-In Center and Walden House Homeless Residential Treatment, and 2) Start-up (\$12,500) of 3 year grant to Larken Street Center for substance abuse services to homeless adolescents.

PERINATAL TREATMENT EXPANSION: State General Funds required to be used for perinatal services. This fund is the only allowable source to match FFP of Perinatal Drug Medi-Cal. The reduction in the amount contracted in this NNA contract corresponds to an increase in use by San Francisco of these funds to match Perinatal D/MC funded projects in the Drug Medi-Cal contract.

CSAS/JS/JULY 10, 1995

CSAS/DADP 94/95 NNA CONTRACT CHANGES IN FINAL AMENDMENT

SAPT DISCRETIONARY--INCREASES

WOMEN'S ALCOHOLISM CENTER; PREVENTION
MISSION COUNCIL ON ALCOHOLISM; PREVENTION
ASIAN AMERICAN RECOVERY SERVICES; PREVENTION
HAIGHT ASHBURY; GLIDE/CRACK OUTPATIENT
CATS; MOBILE ASSISTANCE PATROL
SUICIDE PREVENTION; HOTLINE
IRIS CENTER; OUTPATIENT
OPERATION CONCERN; PREVENTION
CENTER FOR HUMAN DEVELOPMENT; YOUTH PREVENTION
BAYVIEW HUNTER'S POINT; YOUTH PREVENTION
WALDEN HOUSE; DAY TREATMENT
FRIENDSHIP HOUSE; RESIDENTIAL
ST. VINCENT DE PAUL; DETOX

SAPT HIV SET ASIDE--INCREASES

WESTSIDE COMMUNITY MENTAL HEALTH; INNER CITY OUTPATIENT
HAIGHT ASHBURY; DETOX

HOMELESS PROJECTS--INCREASES

LARKIN ST. YOUTH CENTER; OUTREACH/TREATMENT
WALDEN HOUSE; RESIDENTIAL
CATS; McMILLAN DROP-IN CENTER

ALCOHOL/DRUG-FREE WORK PLACE

FRIENDSHIP HOUSE ;ALCOHOL/DRUG-FREE WORK PLACE PROJECT

STATE GENERAL FUNDS--INCREASES

HAIGHT ASHBURY; BILL PONE CLINIC
WOMEN'S ALCOHOLISM CENTER; DAY TREATMENT
OPERATION CONCERN; OUTPATIENT
BAYVIEW HUNTER'S POINT; ACUPUNCTURE
WESTSIDE C.M.H.; YOUTH OUTPATIENT
HORIZONS UNLIMITED; YOUTH OUTPATIENT
S.F.G.H. WARD 93; METHADONE
ST. VINCENT DE PAUL; DETOX
SALVATION ARMY; DETOX

PERINATAL TREATMENT EXPANSION--DECREASE

WOMEN'S ALCOHOLISM CENTER; AVIVA HOUSE

CSAS/JS/ JULY 20, 1995

Item 2 - File 97-95-15

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of July 11, 1995.

Department: Department of Human Resources

Item: Ordinance amending the Administrative Code Section 16.42 and deleting Section 16.43 regarding membership criteria for the Retirement System.

Description: The proposed ordinance would delete the current Sections 16.42 and 16.43 and create a new Section 16.42 of the City's Administrative Code concerning the criteria for membership in the City's Retirement System.

According to the proposed ordinance, employees eligible to become members of the City's Retirement System and their proposed effective dates of membership would be as follows:

- All employees certified from a Civil Service list for permanent employment would become members effective on the appointment date;
- All employees appointed to a full-time permanent Civil Service exempt position would become members effective on the appointment date;
- All employees who have earned not less than 1,040 hours of compensation during any 12-month period shall become members effective on the date following the date that the employee earns 1,040 hours of compensation or on July 1, 1995, whichever occurs first.

Comments: 1. Under the current provisions of the City's Administrative Code, only employees who are in permanent or exempt Civil Service positions are eligible for the City's Retirement System. The proposed ordinance would enable all temporary employees, who work at least half-time (1,040 hours), in a given year to become eligible for the City's Retirement System.

2. There are specific references in the proposed ordinance that members of boards and commissions, prison inmates and independent contractors would not be eligible for the City's Retirement System. The proposed ordinance would not provide any additional City Retirement System benefits for members of the Board of Supervisors.

3. According to Mr. Jeff Rothman of the Department of Human Resources, the Service Employees International Union (SEIU) arbitration award of July 1, 1994 included a provision for temporary employees who worked at least 1,040 hours in a given year to become members of the City's Retirement System. In addition, Mr. Rothman indicates that Local 21 has recently negotiated to permit their temporary employees who work more than half-time to become members of the City's Retirement System.

4. Ms. Clare Murphy of the City's Retirement System reports that the provisions of negotiated agreements with labor unions need to be incorporated through Sections 16.42 and 16.43 of the City's Administrative Code, which legally defines who is a member of the City's pension plan. However, according to Ms. Murphy, it would be impossible to track and manage the City's Retirement System for only those employees who are members of SEIU or Local 21, because employees often change classifications and positions several times during the course of their employment. As a result, the proposed ordinance would extend the City's Retirement System benefits to all temporary employees who work more than 1,040 hours per year.

5. According to Mr. John Madden of the Controller's Office, it is estimated that there are 2,130 City and County temporary employees that would be extended pension benefits by the proposed ordinance. More than one-half, or approximately 55 percent of these employees are currently represented by SEIU or Local 21, such that approximately 1,172 of these employees currently have these provisions included in negotiated agreements with the City. Therefore, an estimated 958 additional City employees would be extended this pension benefit through the proposed ordinance. Mr. Rothman reports that the Department of Human Resources has noticed all of the unions and met and conferred with their representatives regarding the proposed change.

6. Mr. Madden estimates that the proposed ordinance would ultimately result in an additional \$12.7 million of increased annual retirement costs for the City, beginning in FY 1996-97. According to Mr. Madden, approximately \$9,978,000, or 78 percent of these costs would be additional General Fund expenses. However, because the City's portion of the pick-up of retirement costs are lower for FY 1995-96, Mr. Madden estimates the cost to the City's General Fund would be approximately \$6.7 million in FY 1995-96, assuming a full year implementation. Because the proposed legislation has

been delayed, the actual cost to the City may be less. Ms. Teresa Serata of the Mayor's Office reports that these costs have not been included in the Mayor's budget for FY 1995-96.

7. There are currently a total of approximately 18,000 miscellaneous employees in the City's Retirement System, which will cost the City approximately \$75 million in FY 1995-96. Under the present provisions, the City contributes approximately five percent of miscellaneous employees salaries for the City's Retirement contribution, 4.75 percent for the City's additional pick-up contribution (which will increase to 7.5 percent in FY 1996-97) and 6.2 percent for Social Security benefits. Currently, temporary employees are not included in these contributions. Under the proposed ordinance, temporary employees would be eligible for all of these same provisions for contribution.

8. At the June 6, 1995 Government Efficiency and Labor Committee meeting, the Committee amended the effective date of the proposed ordinance from May 5, 1995 to July 1, 1995. Ms. Murphy reports that, given the current delay in approving the proposed ordinance, the Retirement System will not be able to implement the proposed ordinance by July 1, 1995. Ms. Murphy reports that the actual date of approval of the proposed ordinance by the Board of Supervisors will determine when the Retirement System can implement the proposed ordinance. A representative from the Employees Retirement System will attend the July 25, 1995 Government Efficiency and Labor Committee Meeting to discuss potential implementation dates.

9. Mr. Jonathan Holtzman of the City Attorney's Office reports that the previous concerns raised by San Francisco General Hospital regarding the proposed legislation's impact on interns and residents at the Hospital are not relevant since all benefits for interns and residents are provided by the University of California, not by the City. These employees are not part of the City's Retirement System. Therefore, the proposed legislation will not have any impact on these employees.

10. According to Mr. Dan Maguire of the City Attorney's Office, in accordance with Section 16.29-5 of the City's Administrative Code, for purposes of retirement benefits, the City and County of San Francisco includes the San Francisco Community College District and the San Francisco Unified School District. Therefore, if the Board of Supervisors approves the proposed ordinance, this provision will extend retirement benefits to the two school districts' temporary

employees. However, Mr. Maguire reports that the Board of Supervisors could amend the proposed legislation to exclude both or either of the school districts from the proposed legislation.

11. The San Francisco Unified School District reports that the District will provide retirement benefits to temporary employees who work at least half time and therefore, the Unified School District wishes to be included in the proposed ordinance.

12. Mr. Peter Goldstein of the Community College District reports that the issue of whether retirement benefits should be granted to temporary employees of the Community College District is currently under negotiation between the District and United Public Employees Local 790. Mr. Goldstein estimates that this provision would affect approximately 160 Community College District employees and would cost at least \$200,000 annually. According to Mr. Jeffrey Sloan of Liebert, Cassidy & Frierson, which represents the Community College District, if the Board of Supervisors approves the proposed ordinance without excluding the Community College District, the District would potentially be forced to spend funds it has not allocated for this purpose and to grant benefits to employees before negotiations with the represented employees are completed, which would adversely affect the current negotiations. Mr. Sloan reports that meetings have been held with representatives of the City's Retirement System and Department of Human Resources to address the concerns of the City and the District. Specific language proposed by the District has been referred to the City Attorney's Office for review.

13. At the July 11, 1995 Government Efficiency and Labor Committee Meeting, the Committee adopted an Amendment of the Whole to exclude employees of the Community College District from the provisions contained in the proposed ordinance.

Recommendations: Amend the proposed effective date from July 1, 1995 to a date as determined by the Employees Retirement System.

Approval of the proposed Amendment of the Whole is a policy matter for the Board of Supervisors.

Item 3 - File 60-95-6

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of July 11, 1995.

1. This item is a motion ordering the submission of an ordinance to the qualified voters of the City and County of San Francisco, at an election to be held on November 7, 1995, which would require the Board of Supervisors to set the amount that a taxicab operator may charge a taxicab driver for use of the taxicab, and the amount that a taxicab permit holder may charge an operator for the use of the permit. The subject ordinance would also require that all taxicabs belong to a City-wide centralized dispatch service and that all corporations holding taxicab permits surrender their permits over a three-year period beginning in 1999, unless they apply for and are granted permission to have the corporate permits reissued in the name of a natural person. The subject ordinance would also (a) provide for the issuance of peak-time and wheelchair-accessible permits; (b) require that permit applicants hold valid drivers permits as a condition to remaining on the taxicab permit waiting list; (c) impose driving requirements to be met before a taxicab permit can be issued; (d) modify annual driving requirements for taxicab permit holders and (e) demand periodic safety inspections of taxicabs.

2. In order to operate a taxicab for hire on the streets of the City and County of San Francisco, one must apply for a taxicab permit or "medallion" from the Police Commission. Taxicab companies, such as Yellow Cab Company, Luxor Cab Company and De Soto Cab Company, are primarily consortiums of individuals who each possess their own taxicab permits. Taxicab companies pay individual permit holders a "permit use" fee for the right to operate taxicabs under those individuals' taxicab permits. While some individual taxicab permit holders are required by law to drive a taxicab a certain number of hours each year (see No. 3 below), such permit holders often lease their permits out to taxicab companies to use during those hours when the individual permit holder is not driving the taxicab.

Upon entering into a lease to use an individual permit holder's taxicab permit, a taxicab company is then able to lease a vehicle out to a taxicab driver under that permit. In general, under this arrangement, the taxicab company is responsible for providing and maintaining the vehicle and for providing a dispatch service to the taxicab driver in return for a "gate" fee. A gate fee is a monetary fee paid by a driver to a taxicab company for the privilege of driving a particular taxicab during a particular shift. After payment of the gate fee, the taxicab driver is then entitled to retain the passenger fares collected from driving the taxicab during that particular shift, subject to the maximum fare rates as set by the Board of Supervisors.

According to the proposed ordinance, individual taxicab permit holders have engaged in profiteering in permit-use fees, which has in turn resulted in higher gate fees to drivers for the use of taxicabs. Because the rate structure for the taxicab industry is regulated by the Board of Supervisors, taxicab drivers are limited in the extent to which they can pass on increases in gate fees to passengers. As such, according to the proposed ordinance, these high permit-use charges and gate

charges have led to low driver earnings and a high rate of driver turnover. In addition, the proposed ordinance further states that such profiteering has resulted in taxicab fares which, although regulated, are unnecessarily high.

3. Prior to 1978, corporations, as well as individuals, were permitted to own taxicab permits. According to the proposed ordinance, one of the purposes of Proposition K was to effect the removal of taxicab permits from corporate control. Proposition K, which was approved by the San Francisco electorate in 1978, required the issuance of non-transferable, free taxicab permits to individuals, subject to the requirement that individual permit holders be active taxicab drivers. As such, under Proposition K, corporations were no longer eligible to receive taxicab permits. Corporations which did own taxicab permits that were acquired prior to the approval of Proposition K were required to surrender those permits if ten percent or more of the stock ownership or assets of the corporation was sold or transferred, unless such sale or transfer was approved by the Police Commission.

However, according to the proposed ordinance, certain corporations have been able to retain or "grandfather" some of their taxicab permits by failing to surrender their taxicab permits upon the sale or transfer of ten percent or more of their stock ownership or as a result of insufficient enforcement of Proposition K's provisions regarding the surrender of corporate permits. In addition, the proposed ordinance states that there has also been insufficient enforcement of Proposition K's active driving requirement, which stipulates that individual taxicab permit holders must drive a taxicab a certain number of hours each year.

4. According to the proposed ballot measure, which would be submitted to the voters at an election on November 7, 1995, the following provisions of the proposed ordinance are designed to safeguard the public welfare and the safety of taxicab users, prevent abuses, more efficiently utilize the present fleet of taxicabs and provide better taxicab service:

- **Taxicab Gate Fee Regulation**

The subject ordinance would require the Board of Supervisors to establish maximum gate fees. The Board of Supervisors may, by ordinance, require the Police Commission to hear petitions of taxicab companies seeking permission to charge gate fees in excess of the maximum gate fee. The Police Department would analyze petitions and make recommendations as to whether to grant or deny such petitions.

- **Regulation of Permit-Use Fees**

The subject ordinance would require the Board of Supervisors to set maximum permit-use fees, based on a comparison with prevailing permit-use rates in other cities of comparable size.

- **Procedures for Establishing Gate Fees and Permit-Use Fees**

The subject ordinance provides that the Board of Supervisors shall conduct hearings to determine maximum gate fees, permit-use fees and rates of fare. The proposed ordinance provides that, should the Board of Supervisors reduce gate fees by more than \$5 per shift from the average gate fee charged

in San Francisco on January 1, 1995, the savings in excess of \$5 per shift shall be divided equally between the taxicab driver, in the form of higher earnings, and the public, in the form of lower passenger fares. Subsequent to the initial hearings, hearings to determine fees and rates would be conducted every two years by the Board of Supervisors. The Controller would be authorized to establish regulations for the keeping and filing of financial statements and other records by taxicab permit holders and taxicab companies for the purpose of determining fees.

- **Centralized Dispatch System**

Under the proposed ordinance, the Police Commission would conduct public hearings on establishing, operating and maintaining a centralized dispatch system, under which (a) each taxicab dispatch service would maintain a distinct identity and separate telephone number; and (b) at the caller's option, another taxicab dispatch service could respond if his/her call is not assigned to a taxicab within a specified time period. In response to further public hearings, the Police Commission would have the option of altering the structure and operation of the centralized dispatch system from the form described above.

- **Public Convenience and Necessity Hearings**

The Police Commission would conduct public hearings every two years to determine if additional measures must be adopted in order to improve taxicab service. Before issuing additional taxicab permits, the Police Commission would be required to consider other methods of improving taxicab service.

- **Peak-Time Permits**

The Police Commission would be authorized to issue a new class of taxicab permits by limiting the days, times or shifts during which taxicabs operating under such permits could be employed, in order to increase the availability of taxicabs during periods of high demand.

- **Wheelchair-Accessible Taxicabs**

The Police Commission would be authorized to issue permits to operate wheelchair-accessible taxicabs as needed.

- **Surrender and Reissuance of Permits**

The proposed ordinance provides that new taxicab permits would have to be issued to all taxicab permit owners within a specified time period. If the taxicab permit is currently owned by a business (other than a corporation), the new taxicab permit would have to be issued in an individual's name, to be designated by the permit owner.

With regard to taxicab permits that are currently in a corporation's name, corporations would be authorized to file an application with the Police Commission to reissue that permit to an individual to be designated by the corporation. This individual would be required to be a shareholder in the corporation. However, the application for reissuance could only be granted if less than ten percent of the stock ownership of the corporation had been

transferred since the effective date of Proposition K. If ten percent or more of the corporation's stock ownership had been transferred since the effective date of Proposition K, the application for reissuance of a taxicab permit would have to be denied, and the corporate taxicab permit would be considered null and void. All corporate taxicab permits for which an application for reissuance is not filed ~~would have~~ to be surrendered over a three-year period beginning in 1999. All permits surrendered would be reissued to persons on the taxicab permit waiting list.

- **Waiting List of Permit Applicants**

The Police Commission would consolidate the two existing permit waiting lists into one waiting list of permit applications. All applicants for taxicab permits would be required to hold a valid drivers permit and to maintain a valid drivers permit while on the waiting list.

- **Eligibility of Taxicab Permits**

An applicant for a taxicab permit would be eligible to receive a permit only if the applicant had served as a taxicab driver for a specified number of shifts in San Francisco.

- **Requirements for Permittee-Drivers**

Taxicab permit holders who acquired their permits after the approval of Proposition K would be required to drive at least 180 taxicab shifts per year.

- **Safety Inspections**

The Police Commission would be required to conduct inspections of taxicabs once every six months.

- **Penalties**

Any taxicab permit holder who violated any provision of the proposed ordinance would be subject to penalties, as specified in the proposed ordinance.

- **Permit Fees**

The proposed ordinance provides that the annual fees set pursuant to the San Francisco Police Code for drivers permits, taxicab permits and other permits would be set at whatever levels were sufficient to cover the estimated costs associated with enforcement of the proposed ordinance, including personnel costs. Any such fee increases would be subject to approval by the Board of Supervisors.

Comment

Based on new responsibilities that would have to be undertaken by the Police Department under the proposed ordinance, Officer Farrell Suslow of the Police Department estimates that additional staff would have to be added. This additional staff would consist of approximately 1.5 FTEs in clerical staff and one additional Q2 Police Officer, at a total estimated cost of \$125,000 per year. Under the proposed ordinance, the Police Department would be authorized to increase various fees

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charged to taxi drivers and taxicab permit holders in order to reimburse the City for the additional cost of implementing and enforcing the proposed ordinance. Any fee increases would require separate approval by the Board of Supervisors.

Recommendation

Approval of the proposed motion is a policy matter for the Board of Supervisors.

Item 4 - File 176-95-11

Item: Resolution establishing a policy of the Board of Supervisors concerning Fair Labor Standards for seismic retrofit contracts.

Description: The proposed resolution would declare a policy position by the Board of Supervisors that the fair treatment of workers and compliance with labor law will be a fundamental consideration in its approval of any seismic bond retrofit contracts brought before the City for consideration.

On November 3, 1992, the San Francisco electorate approved the Seismic Safety Loan Program Bonds in the amount of \$350 million to provide for the seismic strengthening of privately-owned Unreinforced Masonry Buildings (UMBs). These City bond funds are intended to provide financial assistance in the form of loans to owners of UMBs.

The proposed resolution would provide an overall statement of policy regarding the Board of Supervisors concerns for Fair Labor Standards on all Seismic Safety Loans that are brought to the City for approval.

Comments: 1. According to Ms. Kelly Hayden of the Chief Administrative Officer's (CAO's) Office, the City only approves the loans which are used to fund construction work and does not actually approve the seismic bond retrofit contractors. However, Ms. Hayden reports that when the loan applicant submits their documents for approval, the applicant must submit bids by three contractors, one of which must be a Minority Business Enterprise (MBE) or Women Business Enterprise (WBE). In addition, the City's Administrative Code, Chapter 66A provides specific regulations for the Seismic Safety Retrofit Loan Program regarding fair labor practices.

In accordance with these regulations, which were approved by the Board of Supervisors in February, 1994, all individuals performing work financed by a Seismic Safety Retrofit Loan cannot be paid less than \$9.00 per hour, excluding overhead and benefits. Such individuals must also receive health insurance of the type and coverage similar to that provided by a Health Maintenance Organization or Kaiser Hospitals and must comply with workers compensation requirements. The current regulations also require that all employees,

working on a project financed by a Seismic Safety Retrofit Loan that exceeds \$750,000, be paid the highest prevailing wage. In addition, the existing provisions stipulate that contractors performing work financed by a Seismic Safety Retrofit Loan are required to hire economically disadvantaged workers referred through San Francisco job training programs.

2. Ms. Hayden reports that, to date, three Seismic Safety Retrofit Loans have been approved for a total of approximately \$3 million.

3. Given the existing specific regulations, the proposed resolution should not result in any additional fiscal impact on the City.

Recommendation:

Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 5 - File 64-95-5

Department: Real Estate Department
Department of Public Health (DPH)-Department of
Mental Health Substance Abuse and Forensics
(DMSF)

Item: Resolution authorizing extension and renewal of nine
existing leases of real property required by the
Department of Public Health.

Each of the proposed leases is summarized below:

(1) Location: 615 Grant Avenue (entire second floor)

Purpose of Lease: Chinatown Child Development Center

Lessor: Patrick and Esther Leung

**No. of Sq. Ft. and
Cost/Month:** 3,815 sq. ft. @ \$1.18/sq.ft./mo. = \$4,491.52 rent/month

Annual Rent: \$53,898

**% Change
over 1994-95:** No change in rent from prior year.

**Utilities and Janitor
Provided by Lessor:** Janitorial Only

Term of Lease: Retroactively from July 1, 1995 through June 30, 1996 on a
month-to-month basis (not to exceed 12 months)

Right of Renewal: None

Source of Funds: 55 percent State Funds and 45 percent General Fund
monies included in the 1995-96 budget of DMSF

(2) Location: 471 Jessie Street (entire ground floor)

Purpose of Lease: Outpatient Mental Health Clinic

Lessor: Susan McAllister Moxon

**No. of Sq. Ft. and
Cost/Month:** 1,500 sq. ft. @ \$1.01/sq. ft./mo. = \$1,513 rent/mo.

Annual Rent: \$18,156

**% Change
over 1994-95:**

No change in rent from prior year

**Utilities and Janitor
Provided by Lessor:**

Janitorial Only

Term of Lease:

Retroactively from July 1, 1995 on a month-to-month basis
(not to exceed 12 months)

Right of Renewal:

None

Source of Funds:

55 percent State Funds and 45 percent General Fund
monies included in the 1995-96 budget of DMSF

(3) Location:

471 Jessie Street (entire second and third floors)

Purpose of Lease:

Outpatient Mental Health Clinic

Lessor:

Susan McAllister Moxon

**No. of Sq. Ft. and
Cost/Month:**

2,824 sq. ft. @ \$1.01/sq. ft./mo. = \$2,849

Annual Rent:

\$34,188

**% Change
over 1994-95:**

No change in rent from prior year

**Utilities and Janitor
Provided by Lessor:**

Janitorial Only

Term of Lease:

Retroactively from July 1, 1995 on a month-to-month basis
(not to exceed 12 months)

Right of Renewal:

None

Source of Funds:

55 percent State Funds and 45 percent General Fund
monies included in the 1995-96 budget of DMSF

(4) Location:

111 Potrero Avenue

Purpose of Lease:

Outpatient Mental Health Clinic

Lessor:

111 Potrero Partnership

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No. of Sq. Ft. and Cost/Month: 6,000 sq. ft. @ \$0.93/sq. ft./mo. = \$5,602 rent/mo.

Annual Rent: \$67,224

% Increase over 1994-95: No change in rent from prior year

Utilities and Janitor Provided by Lessor: Janitorial Only

Term of Lease: Retroactively from July 1, 1995 on a month-to-month basis (not to exceed 12 months)

Right of Renewal: None

Source of Funds: 55 percent State Funds and 45 percent General Fund monies included in the 1995-96 budget of DMSF

(5) **Location:** 298 Monterey Boulevard

Purpose of Lease: Outpatient Mental Health Clinic

Lessor: John William Powell and Sylvia Campbell Powell

No. of Sq. Ft. and Cost/Month: 4,025 sq. ft @ \$0.57/sq. ft./mo. - \$2,300 rent/mo.

Annual Rent: \$27,600

% Change over 1994-95: No change in rent from prior year

Utilities and Janitor Provided by Lessor: Janitorial Only

Term of Lease: Retroactively from July 1, 1995 on a month-to-month basis (not to exceed 12 months)

Right of Renewal: None

Source of Funds: 55 percent State Funds and 45 percent General Fund monies included in the 1995-96 budget of DMSF

- (6) **Location:** 615 Grant Avenue (entire fifth floor)
- Purpose of Lease:** Chinatown Child Development Center
- Lessor:** 1992 Louie Family trust and 718 California Street Corporation
- No. of Sq. Ft. and Cost/Month:** 4,100 sq. ft. @ \$1.43 sq. ft./mo. = \$5,860
- Annual Rent:** \$70,320
- % Change over 1994-95:** No change in rent from prior year
- Utilities and Janitor Provided by Lessor:** No
- Term of Lease:** Retroactively from July 1, 1995 on a month-to-month basis (not to exceed 12 months)
- Right of Renewal:** None
- Source of Funds:** 55 percent State Funds and 45 percent General Fund monies included in the 1995-96 budget of DMSF
- *****
- (7) **Location:** 755-61 South Van Ness Avenue (entire ground floor)
- Purpose of Lease:** Mental Health Outpatient Clinic
- Lessor:** AIM TWO
- No. of Sq. Ft. and Cost/Month:** 7,101 sq. ft @ \$0.80/sq. ft./mo. = \$5,689 rent/month
- Annual Rent:** \$68,268
- % Change over 1994-95:** No change in rent from prior year
- Utilities and Janitor Provided by Lessor:** No
- Term of Lease:** Retroactive from July 1, 1995 on a month-to-month basis (not to exceed 12 months)
- Right of Renewal:** None

Source of Funds: 55 percent State Funds and 45 percent General Fund monies included in the 1995-96 budget of DMSF

(8) Location: 759 South Van Ness Avenue (entire second floor)

Purpose of Lease: Children's Outpatient Mental Health Clinic

Lessor: AIM TWO

No. of Sq. Ft. and Cost/Month: 6,445 sq. ft. @ \$0.87/sq. ft./mo. = \$5,616

Annual Rent: \$67,392

% Increase over 1994-95: 5 percent

Utilities and Janitor Provided by Lessor: No

Term of Lease: Retroactively from July 1, 1995 through June 30, 1996

Right of Renewal: Two additional one-year options to renew

Source of Funds: 55 percent State Funds and 45 percent General Fund monies included in the 1995-96 budget of DMSF

(9) Location: 10-20 Twenty-ninth Street

Purpose of Lease: Children's Outpatient Mental Health Clinic

Lessor: George, Lois and Lawrence Maisels

No. of Sq. Ft. and Cost/Month: 2,419 sq. ft. @ \$0.62/sq. ft./mo. = \$1,500 rent/mo.

Annual Rent: \$18,000

% Change over 1994-95: No change in rent from prior year

Utilities and Janitor Provided by Lessor: No

Term of Lease: Retroactive from July 1, 1995 on a month-to-month basis (not to exceed 12 months)

Right of Renewal: None

Source of Funds: 55 percent State Funds and 45 percent General Fund monies included in the 1995-96 budget of DMSF

Comments:

1. The Real Estate Department reports that the proposed rents reflect the fair market value for the properties. The Real Estate Department has submitted a letter which explains the changes in rental costs from FY 1994-95. With the exception of the lease (#8) at 759 South Van Ness Avenue, (which increases five percent from the prior year, from \$5,349 monthly to \$5,616 monthly), the rentals for all of the other proposed leases will remain the same for FY 1995-96. According to Mr. Steve Alms of the Real Estate Department, the increase in rent at the 759 South Van Ness site is attributed to the existing agreement which provides for a five percent increase, as a result of renovations that have been completed in previous years. In addition, Mr. Alms reports that there was no increase in the rent at 759 South Van Ness Avenue from FY 1993-94 to FY 1994-95.
2. Mr. Alms reports that in anticipation of the consolidation of certain DMSF outpatient clinics into clusters (South of Market cluster and the Mission cluster), Leases #2, #3, #4 and #7 have been negotiated on a month-to-month basis, until suitable locations are found during FY 1995-96. Mr. Alms indicates that Leases #1 and #6 have been negotiated on a month-to-month basis because these clinics are currently located in non-seismically sound structures, and are anticipated to be relocated. Lease #5 has continued to operate on a month-to-month basis in the event that Federal money for the lease is decreased. Finally, Lease #9 has been negotiated on a month-to-month basis because the clinic will move to a City-owned facility at 45 Onandaga Street upon completion of seismic retrofitting.
3. In addition to the annual rental costs, totaling \$425,046, an estimated \$76,862 in utilities and janitorial costs will also be incurred by the DMSF (funded through Light, Heat and Power), for a total estimated cost of \$501,908. According to Mr. Larry Doyle of the DMSF, funding for all of these proposed

leases has been included in the DMSF's FY 1995-96 budget.

4. As noted above, the proposed lease renewal and lease extensions have an effective date of July 1, 1995. As such, the title and body of the proposed resolution should be amended to provide for these leases to be entered into retroactively.

Recommendations:

1. Amend the title and body of the proposed resolution to provide for these leases to be entered into retroactively.

2. Approve the proposed resolution retroactively.

Item 6 - File 172-95-31

Department: Public Transportation Commission

Item: Resolution approving an amended Special Transit Fare Agreement between the City and County of San Francisco and the San Francisco Bay Area Rapid Transit District (BART) to authorize the continued acceptance and use of the MUNI Fast Pass for intra-San Francisco trips on BART.

Description: The proposed resolution would approve an amended Special Transit Fare Agreement between the City and BART to provide for the continued use of MUNI Adult Fast Passes for BART trips within San Francisco. Since March 10, 1983, BART has accepted the MUNI Adult Fast Pass for trips on BART between San Francisco BART stations and MUNI has subsequently reimbursed BART for the trips that Adult Fast Pass holders make on BART. BART and MUNI currently have an existing agreement, which would terminate with the approval of the proposed amended Agreement.

The proposed Special Transit Fare Agreement states that the price of the MUNI Adult Fast Pass is \$35 per month, the Fast Pass will continue to be distributed and sold by MUNI and all revenue from Fast Pass sales will be collected by MUNI. Beginning July 1 of each year, the City would reimburse BART, on a monthly basis, the following rates for each Fast Pass trip on BART:

<u>Fiscal Year</u>	<u>City Reimbursement to BART Per Trip</u>
1995-1996	\$0.54
1996-1997	0.64
1997-1998	0.76

In Fiscal Year 1994-95, the City reimbursed BART approximately \$0.44 per trip (See Comment 1). The proposed Agreement states that the City will provide written notice 30 days prior to any proposed Fast Pass price change. As specified in the proposed Agreement, since the Fast Pass is a joint fare instrument, the BART Board of Directors must subsequently approve the Fast Pass price in order to continue the acceptance of the MUNI Fast Pass on BART. If the Board of Supervisors and BART Board of Directors do not approve the same price for Fast Passes beginning the same date, the proposed Agreement could be terminated. If the same

price change is agreed upon, an amendment to this Agreement would not be necessary.

However, the City and BART agree to amend this Agreement to provide higher reimbursement rates to BART if the monthly Fast Pass rate increases to above \$50 any time during the Agreement's term. The proposed Agreement would extend for three years, or through June 30, 1998. Such amendments would be subject to approval by the Board of Supervisors.

BART has a Data Acquisition System (DAS), a computerized system, which would be used to automatically record the number of trips taken by passengers who use a Fast Pass to enter and exit a BART rail station. BART would be required to provide monthly invoices to MUNI indicating the total number of trips actually counted by the DAS system and the total number of trips estimated if DAS data is not available, due to mechanical malfunctions. Such trip data would be multiplied by the reimbursement rate to calculate the amount owed by the City to BART. The City would be responsible for making payments on the invoices within 15 days, unless there is a dispute regarding the invoice. The City would have the right to audit BART's accounts and documents regarding collection and compilation of trip and cost accounting data for up to one year.

Under the proposed Agreement, BART and the City may undertake a joint marketing program and share equally in the costs of such a marketing program. However, the City and BART will maintain separate administrative billing, accounting and auditing functions and costs associated with the use of Fast Passes on BART.

The proposed Agreement contains mutual indemnification and hold harmless agreements for the City and BART.

Comments:

1. Under the current agreement with BART, MUNI reimburses BART according to a formula based on the percentage of BART rides as a total of all monthly rides taken by MUNI Adult Fast Pass holders who ride both systems, as determined by passenger surveys. Based on this survey-based formula, MUNI has been reimbursing BART approximately \$0.44 for each BART trip. As noted above, the proposed amended Agreement would be based on the actual number of rides taken, as determined by BART's automated DAS system.

2. Mr. Fred Howell of the Public Transportation Commission reports that the proposed Agreement is one of multiple agreements that MUNI has with BART to provide regional coordinated transit services for Bay Area transit riders.

3. According to Mr. Howell, the BART Board of Directors adopted a three-year fare increase on January 28, 1995, which increased BART fares within San Francisco from \$0.85 to \$0.90 in 1995, \$1.00 in 1996 and \$1.10 in 1997. At the same time, BART Directors directed BART staff to negotiate with MUNI to reduce the Adult Fast Pass discount and/or produce additional revenue for BART over the next three years. If BART staff were unsuccessful in negotiations with MUNI, the BART Directors indicated that they would allow expiration of the current agreement with the City which permitted MUNI Fast Pass users to ride on BART. Mr. Howell reports that the proposed Agreement is the result of these negotiations between BART and MUNI staff.

4. The table below fully summarizes the existing agreement and the proposed three-year Agreement regarding reimbursement rates, BART's actual one-way adult fares within San Francisco, the proportional discounts between the reimbursement rates and the one-way adult fares and the estimated total annual cost to San Francisco:

<u>Fiscal Year</u>	<u>Reimbursement Rate Per Trip</u>	<u>BART One-Way Adult Fare</u>	<u>Discount From Full BART Fare</u>	<u>Estimated Annual Cost to City</u>
1994-95	\$0.44	\$0.85	48%	\$3,200,000
1995-96	0.54	0.90	40%	3,900,000
1996-97	0.64	1.00	36%	4,600,000
1997-98	0.76	1.10	31%	5,500,000

As reflected above, the total cost to the City of the proposed three-year (Fiscal Year 1995-96 through Fiscal Year 1997-98) Agreement is \$14 million. Based on the FY 1994-95 annual cost to the City, this reflects an average annual increase of \$1.47 million, or an overall increase of approximately \$4.4 million over the three-year period of the Agreement.

5. According to Mr. Howell, the FY 1995-96 budget, recently approved by the Board of Supervisors, includes approximately \$4 million to be used for the monthly payments to BART, under the proposed Agreement. Although the estimated annual cost to the City of these payments to BART in FY 1995-96 is \$3.9 million, as reflected in the table above, Mr. Howell indicates that the actual payments to BART may be more or less than this amount depending on the calculated number of MUNI Fast Pass riders that use BART.

6. Mr. Howell notes that the costs reflected above are based on an assumption of slightly over seven million annual rides by MUNI Fast Pass users on BART. Future year actual payments to BART will depend on actual ridership. According to Mr. Howell, ridership on BART has recently declined, such that all of the estimated payments to BART may not be necessary.

7. Mr. Howell reports that any additional revenues received by MUNI from increases in Fast Pass sales will be retained by MUNI. As noted above, MUNI Adult Fast Passes are currently sold for \$35 per month. In accordance with the proposed amended Agreement, unless the monthly Fast Pass rate increases to \$50 or more per month, there would not be a change in the reimbursement rates which MUNI must pay to BART.

Recommendation:

Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 7 - File 172-95-32

Department: Port

Item: Resolution authorizing the Port of San Francisco to hold Andrew Associates harmless for claims arising out of the management of the Roundhouse Plaza Office Complex located at Lombard and Sansome Streets.

Description: The Port advises that in 1982, the Port entered into a ground lease with Three One Eight Associates, for Seawall Lot 318, which bounded by Lombard Street, Sansome Street and The Embarcadero. Pursuant to this ground lease Three One Eight Associates developed the Roundhouse Plaza Office Complex, which is composed of three separate buildings with a combined square footage of approximately 42,000 square feet. This space is used for office and retail space. This ground lease was assigned to 88 San Francisco Heritage Investors (Heritage). According to Mr. Dennis Bouey, Executive Director of the Port, Heritage fell behind in its rent payments to the Port, and owes the Port \$1,172,809 in delinquent rental payments. When negotiations between Heritage and the Port failed to resolve this delinquency, the Port initiated legal action against Heritage, and requested that a Receiver be appointed. The Receiver designated by the City Attorney's Office was Andrew Associates. Heritage then filed for bankruptcy and the United States Bankruptcy Court subsequently directed that the ground lease between the Port and Heritage be terminated effective May 30, 1995, with the ownership of Roundhouse Plaza Office Complex reverting to the Port on that date.

Ms. Veronica Sanchez of the Port advises that due to the short lead time given by the Bankruptcy Court, the Port retained Andrew Associates, on a sole source basis, to handle the property management responsibilities (e. g., collect rent and oversee maintenance) of Roundhouse Plaza Office Complex, on an interim basis, while the Port evaluates the permanent management disposition of the property. Andrew Associates is not an MBE or WBE firm. According to Ms. Sanchez, should the Port decide to continue the management of this property by an independent management firm, the management firm would be selected through the Port's competitive Request for Proposal (RFP) process.

According to the proposed legislation, property management agreements for such interim property management assignments customarily include an indemnity (hold harmless) provision and Andrew Associates has requested

the inclusion of such a provision in the interim management agreement.

The proposed hold harmless provision stipulates that (1) the City shall hold Andrew Associates harmless against any and all claims, costs, expenses, judgments and liabilities, including attorneys' fees, arising out of or in connection with Roundhouse Plaza Office Complex and/or Andrew and Associates' performance under the management agreement, except for negligent acts, acts by Andrew Associates outside the scope of its employees and acts of willful misconduct and, (2) Andrew Associates shall to the fullest extent permitted by law, hold the City harmless from any and all claims, costs, expenses, judgments and liabilities, including attorneys' fees, arising out of or in connection with Andrew Associates acts of negligence, willful misconduct or acts outside of the scope of employment.

Comments:

1. Mr. Rob Maerz of the City Attorney's Office advises that the proposed hold harmless provision does not place the City at undue risk and that it is reasonable for the City to enter into the proposed hold harmless provision as it is written.

2. The attached memo from the Port provides a listing of the existing tenants occupying the Roundhouse Plaza Office Complex, the square footage occupied by each of these tenants and the annual rental amounts paid by each tenant. As noted in the Attachment, 39,711 square feet of the total available 42,000 square feet of space at the Roundhouse Plaza Office Complex is currently occupied, leaving 2,289 square feet as vacant.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

MEMORANDUM

July 21, 1995

TO: Harvey Rose, Budget Analyst
City and County of San Francisco

FROM: Veronica Sanchez, Manager, Governmental Affairs

SUBJECT: Summary of Tenants in Roundhouse Office Complex

Per your requested, listed below is detailed information regarding the tenancies in the Roundhouse Office Complex:

TENANT	FOOTAGE	ANNUAL RENT
Internate Equip	1335	24,024
Paul's Mart	513	12,924
Software App. Inc.	1,170	21,060
La Mirage Cleaners	432	14,916
Roundhouse Printing	1,065	30,000
Management Office	154	- 0 -
Paxar Corporation	1,074	18,048
Sullivan Associates	2,457	42,756
Graniteville Co.	1,260	22,680
Haukom Assoc.	1,980	33,264
Woodward & Porter	6,679	116,882.52
PSL Market	2,130	40,500
Maddan Co.	1,215	21,144
Judie Perkins	225	4,200
Anderson Typo	4,025	68,232
Edit World	2,708	45,492
Lowe Enterprises	1,684	27,276
Peter Lewandowski	1,907	34,326
Hearthstone	2,858	48,012
Flipside Films	1,529	25,692
Denticare	720	11,520
Design One	2591	40,416
Total	39711	70,3364.52

Item 8 - File 65-95-3.1

Department: Port Commission (Port)

Item: Ordinance approving Third Amendment to Option to Lease Real Property (Third Option Amendment) and Second Amendment to leases between the Port of San Francisco and the San Francisco Redevelopment Agency (Second Lease Amendment) for properties in the South Beach Redevelopment Area.

Location: Ten defined parcels around South Beach harbor in the Rincon Point South Beach Redevelopment Area.

Purpose of Leases: Rehabilitate portions of the Rincon Point-South Beach Redevelopment Project Area

Lessor: San Francisco Port Commission

Lessee: San Francisco Redevelopment Agency

No. of Sq. Ft. and Revenue Per Month: The ten parcels leased by the San Francisco Redevelopment Commission from the Port Commission contain a total of 2,737,854 Sq. Ft. of property. The San Francisco Redevelopment Agency pays the Port Commission monthly rent of \$616,612 plus all monthly sublease revenues in excess of \$12,252,240 (see Comment 3).

Description: Section 3.581 of the City Charter authorizes the Port Commission to enter into leases and franchises for the operation of property within the jurisdiction of the Port Commission. Section 7.401-1 of the City Charter authorizes the Board of Supervisors to review and approve by ordinance the modification and amendment of a lease entered into by a department, board or commission for a period of time in excess of ten years or having anticipated revenue to the City of \$1 million or more.

In September of 1984, the Board of Supervisors approved the Option to Lease Real Property Agreement (the "Option Agreement"), between the Port and the San Francisco Redevelopment Agency (SFRA). The Option Agreement authorizes the SFRA to enter into ten separate leases with the Port Commission for ten parcels of real property under the jurisdiction of the Port Commission in the Rincon Point-South Beach Area. The Option Agreement also delineates the general terms required in the ten lease agreements between the SFRA and the Port Commission. Since 1984,

the SFRA has exercised its option to lease all ten parcels of property covered by the Option Agreement. The proposed ordinance would amend both the Option Agreement and the subsequent leases so that the terms in each separate lease that pertain to the rental rates of the Port-controlled property reflect the existing economic conditions in the real estate market.

The existing Option Agreement permits the SFRA to enter into separate subleases for the Port-owned property with prospective developers or commercial tenants for the purpose of developing portions of the Rincon Point-South Beach Redevelopment Project Area. The Rincon Point-South Beach Redevelopment Project provides for the re-routing and improvement of the Embarcadero, the development of the Rincon Point Waterfront Park, the construction of housing units, and the improvement of Pier 40.

The existing Option Agreement and the subsequent leases require that all commercial end users of the Port-owned property who engage in the retail sale of merchandise or services pay their lessor a percentage of their adjusted gross sales at a rate of eight percent for all food sales and ten percent for all other sales.

The proposed Third Option Amendment and the proposed Second Lease Amendment would delete the fixed percentage rent amounts for restaurant sales, and instead require that, in future sublease agreements involving the Port-controlled property in the South Beach Redevelopment Project Area, market rate rent will be paid by all sublessees who engage in the retail sale of merchandise or services. Market rate rent is defined as rental terms currently being obtained in the open market for comparable types of businesses renting space in similar neighborhood retail locations when taking into account all material factors. The proposed ordinance contains no provisions that either increase or decrease the minimum base rent of the port-controlled properties.

The proposed Third Option Amendment and Second Lease Amendment would also require that in future sublease agreements, any sublessee(s) operating a full service restaurant pay percentage rent of seven percent of gross sales, until the Port either increases or decreases this standard percentage rent requirement.

The proposed amendment would further require that the Port Director approve all future retail subleases to verify market terms (approval by the Board of Supervisors would not be required). The SFRA would have to submit to the Port a non-binding letter of intent to sublease and provide a summary of all material sublease terms. The Port Director would then have ten business days to approve or disapprove of the sublease. If the Port Director disapproves the sublease, the decision must be accompanied by market data supporting the position that the sublease terms do not correspond to prevailing market conditions.

Comments:

1. According to Ms. Diane Artz of the Port Commission, recent data on the retail leasing market indicates that the current rent percentage rate of eight percent for all food sales and ten percent for all other sales required by the existing Option Agreement often results in rental rates that exceed comparable retail market rents.

2. Ms. Darby Kremers of the SFRA advises that the fixed rate percentages currently required by the Option Agreement and the subsequent leases have impeded the ability of the SFRA to lease the retail space. Currently, 20,000 square feet of property on the ten parcels of Port-controlled property leased to the SFRA are vacant, according to Ms. Kremers.

3. Under the terms of the existing Option Agreement, the SFRA must pay Minimum Rent in the amount of \$616,612 per month (an amount increased every five years by the Consumer Price Index) to the Port Commission for the ten parcels. In addition, the SFRA must pay the Port Commission all revenues it receives from its sublease agreements that exceed \$12,252,240, or 20 times the Minimum Rent. These provisions would not be changed by the proposed ordinance.

Currently, the SFRA receives total rental payments from its sublease agreements in the amount of \$568,303 per month. According to Ms. Kremers, it is highly unlikely that the proposed ordinance will increase total rental payments from the SFRA's sublessees to \$12,252,240 per month, or by more than 20 fold. Since \$12,332,240 per month is the threshold level needed before the SFRA pays a rental rate to the Port Commission above the base minimum of \$616,612 per month, the proposed ordinance will not change the Port's revenues from lease of this property to the SFRA in the foreseeable future, according to Ms. Kremers. Ms. Kremers further states that no tenants currently owe

the SFRA percentage rent, because their businesses have not yet achieved the level of sales that would initiate percentage rent payments. Therefore, revenues to the SFRA would also not change significantly in the foreseeable future.

4. In summary, the proposed ordinance would amend the Option Agreement and the leases of ten defined parcels by the SFRA from the Port, in the Rincon Point South Beach Redevelopment Area. The purpose of the amendments is to establish market rate percentage rent levels, so that the efforts of the SFRA to sublease the commercial property will be enhanced. The proposed resolution will have no significant fiscal impact on the SFRA or the Port in the foreseeable future.

Recommendation: Approve the proposed resolution.

Items 9 and 10 - Files 65-95-7 and 65-95-7.1

Departments: Port Commission
San Francisco Redevelopment Agency (SFRA)

Items: **Item 9, File 65-95-7** is an ordinance approving an agreement to lease real property between the City and County of San Francisco, operating by and through the San Francisco Redevelopment Agency, for development and use of real property as a public park, located at Seawall Lots 327, 348 and the Embarcadero (also known as Rincon Point Park) and at Seawall Lot 347S.

Item 10, File 65-95-7.1 is a resolution adopting findings in accordance with the California Environmental Quality Act in connection with the proposed agreement to lease real property to be entered into by the City, operating by and through the San Francisco Port Commission and the San Francisco Redevelopment Agency.

Locations: The proposed ordinance (File 65-95-7) would authorize the Redevelopment Agency to enter into to leases with the Port for the following two sites:

(1) Seawall Lots 327 and 348, two contiguous parcels that are bordered by the Waterfront Promenade to the east and by Steuart Street and the Embarcadero to the west; and

(2) Seawall Lot 347S, bordered by the Embarcadero and Steuart Street.

Purpose of Lease: Construction of Rincon Point Waterfront Park

Lessor: Port Commission

Lessee: San Francisco Redevelopment Agency (SFRA)

No. of Sq. Ft.:	Seawall Lots 327 and 348	105,870
	Seawall Lot 347S	7,000
	Total	112,870

Term of Lease:	Seawall Lots 327 and 348	65 years
	Seawall Lot 347S	50 years

**Rent Payable by
the Lessee (SFRA)
to the Lessor (Port):**

Seawall Lots 327 and 348 - \$1 per year, payable in advance for the entire term	\$65
Seawall Lot 347S - \$1 million for the entire term, payable in advance	<u>1,000,000</u>
Total	<u>\$1,000,065</u>

Source of Funds: The Gap, Incorporated

Description: Section 3.581 of the Charter authorizes the Port Commission to enter into leases and franchises for the operation of property within the jurisdiction of the Port Commission. Section 7.401-1 of the Charter authorizes the Board of Supervisors to review and approve by ordinance a lease entered into by a department, board or commission for a period of time in excess of ten years or having anticipated revenue to the City of \$1 million or more.

The proposed ordinance (File 65-95-7) would approve an agreement to lease real property between the Port Commission and the San Francisco Redevelopment Agency (SFRA) for the development of a public park (Rincon Point Waterfront Park).

The SFRA is responsible for the implementation of the Rincon Point - South Beach Redevelopment Plan, which provides for the development of the Rincon Point Waterfront Park, the construction of housing units, the improvement of Pier 40 and for other projects within the Rincon Point - South Beach Redevelopment Project Area.

The Port currently has jurisdiction over two contiguous City-owned lots (Seawall Lots 327 and 348), bordered by the Waterfront Promenade to the east and by Steuart Street and the Embarcadero to the West. This land, consisting of approximately 105,870 square feet, is designated under the Rincon Point - South Beach Redevelopment Plan to serve as a public park and is known as Rincon Point Waterfront Park ("the Park site").

The Park site is directly across from two contiguous parcels of land currently owned by a private owner and by CalTrans and bounded by Steuart, Spear and Folsom Streets. These two parcels are the subject of a Disposition and Development Agreement (DDA) between the SFRA and The Gap, Incorporated, for the development of an office building by The Gap, Inc. on these two parcels ("the Office site"). Under the DDA, the SFRA will purchase the two

parcels from CalTrans and from the private owner with funds provided by The Gap and then convey these parcels to The Gap. The Gap will then construct an office building on the Office site at its sole cost. The DDA is not subject to approval by the Board of Supervisors.

Adjacent to the Office site is another parcel of City-owned land currently under the jurisdiction of the Real Estate Department ("the additional site"). Under the DDA, The Gap has the option to use the additional site for the development of the office building. If The Gap chooses to exercise this option, SFRA will then purchase the additional site from the City and then sell the additional site to The Gap. The GAP would be responsible for all costs of developing the office building on the additional site.

Under the DDA, The Gap's obligation to develop the Office site is contingent upon the SFRA entering into an agreement to lease the Park site from the Port for a term of 65 years for the construction of a public park at a cost to the SFRA of up to \$2 million. The Port Commission has approved an agreement with the SFRA under which the SFRA would lease the Park site from the Port in accordance with the terms of the DDA. The SFRA could exercise its rights under the proposed agreement by delivering a signed lease to the Port and by acquiring all the necessary permits and funding necessary to construct the park on the Park site. The rent for the Park site, payable by the SFRA to the Port, would be \$1 per year, payable in advance for the entire term of 65 years, for a total of \$65. The proposed lease agreement contains the following terms and conditions as to the construction of the park:

- Construction would have to commence within 60 days of the commencement of the lease and would have to be completed within one year. If the SFRA failed to commence construction within 60 days, the SFRA would pay the Port the fair market rental value for use of the premises until the SFRA commenced construction. The proposed agreement to lease would terminate on January 1, 2005 in the event that construction did not commence.
- The SFRA could expend up to \$2 million on park construction, including (a) the cost of the construction contract; (b) hazardous material remediation; (c) legal, design, engineering, investigation and construction review costs; and (d) artwork.

- The SFRA would provide security for the park. The Gap has agreed to pay the SFRA \$100,000 per year for the first ten years of the lease term for security purposes.

In addition to the option to lease the Park site, the proposed agreement also includes an option for the SFRA to lease a second parcel of land from the Port for a term of 50 years. This second parcel (Seawall Lot 347S) is a triangular site consisting of approximately 7,000 square feet and is bordered by Steuart Street and the Embarcadero. Although the second parcel is currently owned by CalTrans, the Port anticipates that this parcel will eventually be conveyed to the Port's jurisdiction.

Under the proposed agreement, the second parcel (Seawall Lot 347S) could also be developed for use as part of the Rincon Point Waterfront Park by the SFRA. The SFRA would exercise the option to lease this parcel from the Port contingent upon The Gap's decision to use the above-noted "additional site" for the development of the office building. Upon exercising its option to lease this second parcel, the SFRA would make one lump-sum payment to the Port of \$1 million for the entire 50-year term of the lease. The Gap would advance to the SFRA the \$1 million cost of leasing Seawall Lot 347S from the Port.

The Park site is also bordered by a Port-owned parcel of land directly to the south, consisting of approximately 20,000 square feet. Under the proposed lease agreement, this parcel would not be leased to the SFRA but would be retained by the Port for the purpose of constructing a restaurant. The proposed agreement to lease real property contains various restrictions on development of the restaurant site by the Port.

The proposed resolution (File 65-95-7.1) would adopt findings in accordance with the California Environmental Quality Act in connection with the proposed lease agreement between the Port and the SFRA. The California Environmental Quality Act (CEQA) requires that the Board of Supervisors adopt findings regarding any necessary changes to the Environmental Impact Report (EIR) for the Rincon Point - South Beach Redevelopment Plan.

The Board of Supervisors previously approved an ordinance which reviewed and considered the Rincon Point - South Beach Redevelopment Plan Final EIR. Subsequently, the Board of Supervisors reviewed and considered the Rincon

Point - South Beach Redevelopment Plan Supplemental EIR.

In April of 1995, the Department of City Planning determined that all significant environmental effects related to the proposed lease agreement between the Port and the SFRA had been fully and adequately analyzed in the Final and Supplemental EIRs and that no further environmental review would be required at this time. In addition, the SFRA has submitted an Initial Study which found that the Final and Supplemental EIRs adequately examined all potential significant environmental effects of the Rincon Point - South Beach Redevelopment Project.

The proposed resolution (File 65-95-7.1) would adopt the following findings: (1) no subsequent or supplemental EIR is required as a result of the proposed lease agreement; (2) no changes are proposed or have occurred in the overall Rincon Point - South Beach Redevelopment Plan that would require revisions to the EIR; and (3) no new information of substantial importance has become available since the Supplemental EIR was certified.

Comments:

1. As previously noted, the proposed lease agreement provides that the SFRA could expend up to \$2 million to develop Seawall Lots 327 and 348 into a public park. The SFRA estimates that \$2 million would be sufficient to cover the cost of developing all three lots (Seawall Lots 327, 348 and 347S) into a public park.

2. Current City law requires all office building developers to make a one-time payment of \$2 per square foot to the Open Space Fund. Given that the office building to be constructed by The Gap is expected to contain approximately 440,000 square feet of space, The Gap would have been required to make a one-time payment to the Open Space Fund of \$880,000 (440,000 square feet x \$2 per square foot). However, the SFRA advises that, in-lieu of this \$880,000 payment, The Gap will instead reimburse the SFRA for the entire \$2 million cost to construct Rincon Point Waterfront Park. The \$2 million to be paid by The Gap to the SFRA to develop the park, plus the \$1 million to be contributed by The Gap over ten years for security, is approximately \$2,120,000 more than the amount that The Gap would have contributed to the Open Space Fund (\$3,000,000 less \$880,000). The Budget Analyst has received documentation from the SFRA showing that The Gap has agreed to pay for such costs.

3. According to Mr. Michael Kaplan of the SFRA, the rent for Seawall Lots 327 and 348, payable by the SFRA to the Port, is only \$1 per year because (a) these parcels currently do not generate any revenue for the Port; (b) since these parcels are designated for park use, they would not have any monetary value to the Port in the future; and (c) the Port would receive all revenues generated by the restaurant.

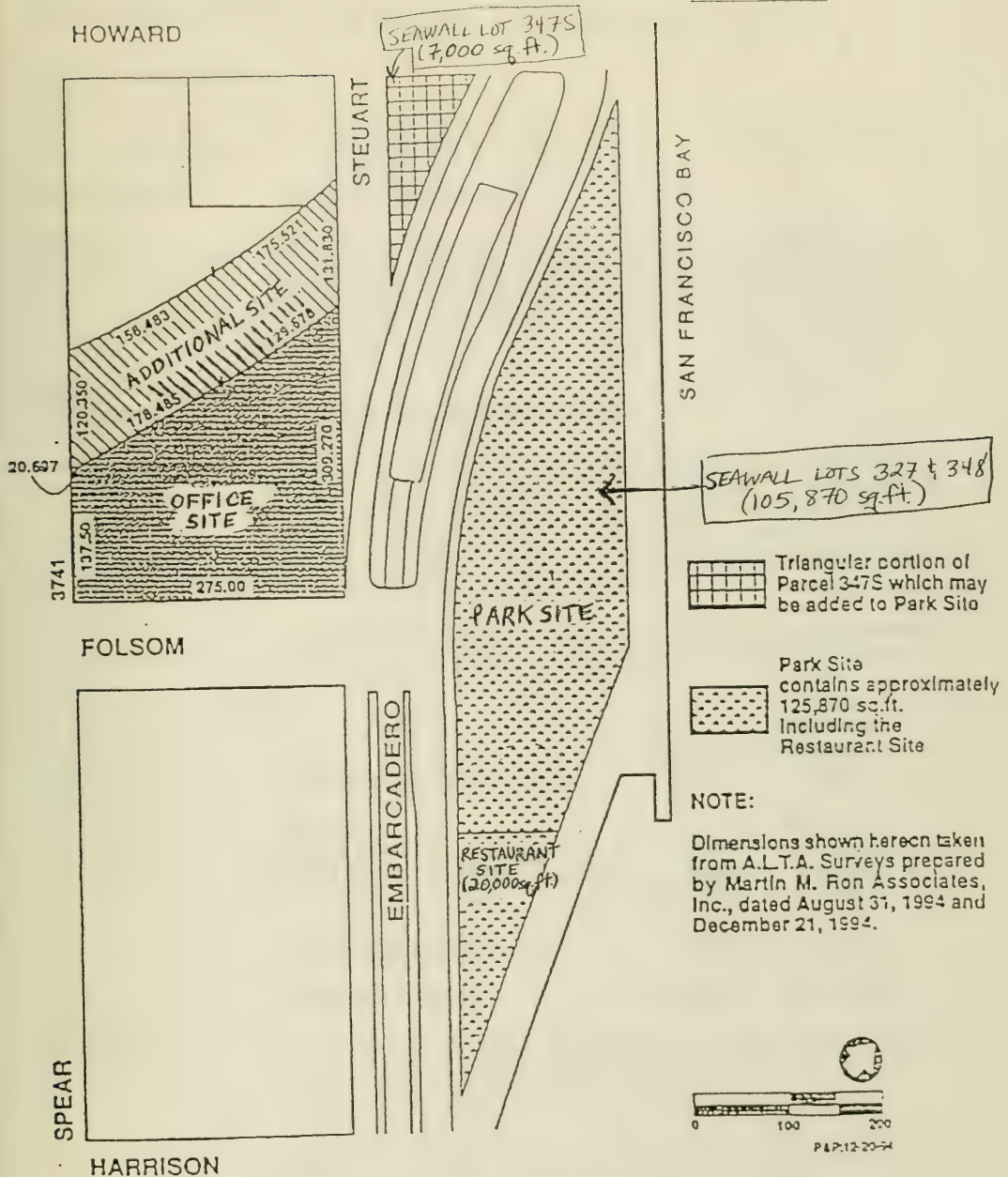
4. Mr. Kaplan advises that the \$1 million lump-sum payment that would be paid by the SFRA to the Port upon exercising its option to lease Seawall Lot 347S is based on the fair market value of Seawall Lot 347S.

5. As previously noted, The Gap, Inc. would pay the SFRA \$100,000 per year for the first ten years of the proposed lease for Seawall Lots 327 and 348 to provide security at Rincon Point Waterfront Park. According to Mr. Kaplan, after the first ten years, the cost of providing security at the park would have to be incurred by the SFRA. However, Mr. Kaplan advises that, at that time, the office building would be generating substantial tax increment revenue to the City.

6. The attached map indicates the locations of the Park site, the Office site, Seawall Lot 347S and the restaurant site.

Recommendation:

Approval of the proposed ordinance (File 65-95-7) and the proposed resolution (File 65-95-7.1) are policy matters for the Board of Supervisors.



Item 11 - File 25-95-12

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of July 11, 1995.

Department: Real Estate Department

Item: Resolution concurring with the Controller's certification that Janitorial Services for 1660 Mission Street can continue to be practically performed by private contractor for lower cost than similar work services performed by City and County employees.

Services to be Performed: Janitorial Services at 1660 Mission

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for janitorial services for FY 1995-96 at 1660 Mission Street would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City-Operated Service Costs</u>		
Salaries	\$131,135	\$154,850
Fringe Benefits	41,471	45,733
Other Costs - Window Cleaning	<u>1,300</u>	<u>1,300</u>
Total	\$173,906	\$201,883
<u>Contractual Services Cost</u>	<u>85,500</u>	<u>85,500</u>
<u>Estimated Savings</u>	<u>\$ 88,406</u>	<u>\$116,383</u>

- Comments:**
1. Janitorial Services at 1660 Mission Street were first certified as required by Charter Section 8.300-1 in 1994 and have been contracted out continuously since then.
 2. The current two year and three month contract expires on June 30, 1996, and is with Ward's Building Maintenance, an MBE firm. According to Mr. Larry Jacobson of the Department of Real Estate, Ward's Building Maintenance was one of four bidders for the contract that began on April 1,

BOARD OF SUPERVISORS
BUDGET ANALYST

1994. Ward's Building Maintenance does not provide health insurance for its employees.

3. The Contractual Services Cost used for the purpose of this analysis is the current contractor's estimated cost for janitorial services for FY 1995-96 .

4. The Controller's Supplemental questionnaire with the Department's responses, including the MBE-WBE status of the contractor, is attached.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Charter 8.300-1 (Proposition J) Questionnaire

Department REAL ESTATE

For time Period FY 95-96

Contract Services Janitorial

- 1) Who performed services prior to contracting out?

Wards Building Maintenance has performed janitorial service since building completion & occupancy by City on 4/1/94.

- 2) Number of City employees laid off as a result of contracting out?

0

- 3) If the employees were not laid off as a result of contracting out, what happened to them?

NA

- 4) What percent of a City employee's time is spent on services to be contracted out?

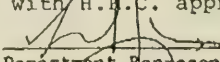
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- 5) How long have the services been contracted out?

since 4/1/94

- 6) Will contract services meet goals of MBE/WBE Ordinance?

Yes, present janitorial contract with Wards Building Maintenance was bid and awarded with H.B.C. approval.


Department Representative

Larry Jacobson
Real Property Officer

Telephone: 554-9862

Item 12 - File 25-95-17

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of July 11, 1995.

Department: Department of Public Health (DPH), San Francisco General Hospital (SFGH)

Item: Resolution concurring with the Controller's Certification of costs required by Charter Section 8.300-1 (Proposition J) that laundry processing services can continue to be practically performed for the Department of Public Health, San Francisco General Hospital, by a private contractor for a lower cost than similar work services performed by City and County employees.

Services to be Performed: Laundry Processing Service at San Francisco General Hospital.

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for laundry processing services at San Francisco General Hospital for FY 1995-96 would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City-Operated Service Costs</u>		
Salaries	\$222,960	\$263,299
Fringe Benefits	75,326	82,607
Operating Expenses	92,400	92,400
Capital Costs *	<u>255,972</u>	<u>255,972</u>
Total	\$646,658	\$694,278
<u>Contractual Services Cost</u>	<u>629,152</u>	<u>629,152</u>
<u>Estimated Savings</u>	<u>\$17,506</u>	<u>\$65,126</u>

* Amortized over seven years @ 7%.

Comments:

1. Laundry services for San Francisco General Hospital were first certified as required by Charter Section 8.300-1 in 1994.
2. The current one-year contract expires on June 30, 1995 and is with West Coast Valet Services. The DPH has selected West Coast Valet Services, based on a competitive bid process, to continue the provision of these services. West Coast Valet Services is a MBE firm which provides health insurance to its employees. The laundry processing contract cost for FY 1995-96 is \$0.265 per pound or \$0.025 per pound less than the FY 1994-95 contract cost of \$0.29 per pound. DPH estimates the total annual weight of the laundry is 2.5 million pounds.
3. The Contractual Services Cost used for the purpose of this analysis is West Coast Valet Services' estimated cost for laundry services for FY 1995-96.
4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

Recommendation: Approve the proposed resolution.

CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department: Public Health, San Francisco General Hospital (SFGH)

Contract Services: Laundry Services for SFGH

For the term starting approximately July 1, 1995, **through** June 30, 1996.

Who performed services prior to contracting out? Civil Service employees. The level of staffing at SFGH was reduced to 12 employees as a result of contracting out in July of 1994. Since 1 - 2780 Laundry Supervisor has resigned from his position at SFGH the number was reduced to 11 employees as the new level of staffing at SFGH. Originally, the laundry services were performed by 34 civil service employees; 1 FTE 2786 General Services Manager; 2 FTE's 2780 Laundry Supervisors; 1 FTE 2772 Sewing Technician; 11 FTE's 2770 Sr. Laundry Workers and 19 FTE's 2760 Laundry Workers. (However, 1 - 2760 Laundry Worker retired and was never replaced and 1 - 2780 Laundry Supervisor resigned from his position at SFGH.)

The revised level of staffing to be used to reflect efficiencies in the laundry operations if new equipment is installed (the old equipment was sold and removed from the premises), would be 21 employees: 1 FTE 2786 General Services Manager; 1 FTE 1426 Clerk Typist; 1 FTE 2772 Sewing Technician; 7 FTE's 2770 Sr. Laundry Workers and 11 FTE's 2760 Laundry Worker.

Number of City employees laid off as a result of contracting out? A total of 19 laundry workers were laid off from laundry worker positions and placed in #9910 positions within the Department of Public Health. (2 - 2770 Senior Laundry Worker and 17 - 2760 Laundry Workers.) However, no one was separated from City and County service.

Explain disposition of employees if they were not laid off. The following 11 classifications remained at SFGH to manage the linen distribution system: 1 FTE 2786 General Services Manager; 1 FTE 2772 Sewing Tech.; 6 FTE's 2770 Sr. Laundry Worker; 3 FTE's 2760 Laundry Worker. These work assignments were not affected by the proposed Prop J contract. The other 23 employees were either reassigned to Laguna Honda Hospital, placed in 9910 positions within the Department of Public Health, resigned, retired or took a voluntary leave to accept another position.

19 employees were assigned to duties in 9910 positions as follows: #2760; 1 assigned to SFGH Housekeeping as porters; 1 assigned to Asst. Storekeeper duties in Pharmacy (may be reassigned to Housekeeping) SFGH; 1 assigned to clerical duties in the Rehabilitation Department; 1 assigned to Building & Grounds as a porter; 1 assigned to Human Resource Services as a personnel clerk (resigned effective COB 7/8/94 to accept a position in the U.S. Postal Service); 4 assigned to train as security guards in Institutional Police Department; 1 assigned to AIDS Office; 4 assigned to Laguna Honda Hospital (LHH) laundry; 1 assigned to LHH Housekeeping as a porter; 2 assigned to LHH Food Services as Food Service Workers; #2770: 1 assigned to SFGH Messenger Center transporting patients and specimens; 1 assigned to LHH Laundry services.

In addition, 3 employees voluntarily took a leave to accept #9910 positions: 1 - 2770 Senior Laundry Worker and 1 - 2760 Laundry Worker are being trained in SFGH Security; 1 - 2760 Laundry Worker is being trained in SFGH Radiology Department performing clerical duties.

What percent of a City employee's time is spent on services to be contracted out? Approximately 2% or less of an Assistant Hospital Administrator's (Classification #2143) time would be spent on administering this contract.

How long have the services been contracted 1 year (since July 1, 1994). Services will be contracted out **out?** again on July 1, 1995, during the construction shut-down of the Power Plant Building for seismic code upgrades.

What was the first fiscal year for a Proposition J Certification? Fiscal year 1994/1995.

How will contract services meet the goals of your MBE/WBE Action Plan? A new contractor will be selected through a competitive bid process. All interested MBE/WBE/LBE will be notified and will be encouraged to bid.

Madeline Petersen

Department Representative

206-3486

Telephone

Item 13 - File 25-95-18

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of July 11, 1995.

Department: Medical Examiner/Coroner

Item: Resolution concurring with the Controller's certification that body removal services for the Medical Examiner's Office can continue to be practically performed by private contractor for lower cost than similar work service performed by City and County employees.

Services to be Performed: Body Removal Services for the Medical Examiner/Coroner

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for body removal services for FY 1995-96 would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City-Operated Service Costs</u>		
Salaries	\$101,163	\$122,761
Fringe Benefits	<u>26,056</u>	<u>29,954</u>
Total	\$127,219	\$152,715
<u>Contractual Services Cost</u>	<u>106,250</u>	<u>106,250</u>
<u>Estimated Savings</u>	<u>\$ 20,969</u>	<u>\$ 46,465</u>

- Comments:**
1. Body removal services for Medical Examiner/Coroner were first certified as required by Charter Section 8.300-1 in 1994.
 2. The current one-year contract expires on August 13, 1995 and is with Coleman's Funeral Service, an MBE firm that no longer provides health insurance for its employees. As of the writing of this report, Mr. Herbert Hawley of the Medical Examiner/Coroner's Office advises that Alternative Funeral Services, an MBE firm, which was the lowest of four bidders, is being considered for the body removal services contract to

begin on August 14, 1995. Alternative Funeral Services does not provide health insurance for its employees.

3. The Contractual Services Cost used for the purpose of this analysis is the current contractor's (Coleman's Funeral Services) estimated cost for body removal services for FY 1995-96. As noted above, the selection of the new contractor has not yet been finalized; therefore actual costs savings from contracting these services may be higher or lower than the Controller's estimate.

4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

95 JUN -3 1995

900-2: Chapter 8.300-1 (Proposition J) Questionnaire

Charter 8.300-1 (Proposition J) Questionnaire

Department: Medical Examiner

For Time Period: 07/01/1995 on

Contract Services: Body Removal Services

1. Who performed services prior to contracting out?
Medical Examiner's investigators as a part of their other duties.
2. Number of City employees laid off as a result of contracting out?
0 (None)
3. If the employees were not laid off as a result of contracting out, what happened to them?
One was promoted; one was terminated; one has resigned.
4. What percent of a City employee's time is spent on services to be contracted out?
Variable as removals are made on an as needed basis, but this is a small part of the investigator's work.
5. How long have the services been contracted out?
Since August 1994.
6. Will contract services meet goals of MBE/WBE Ordinance?
Bids from MBE/WBE firms are being actively solicited. I have advised these firms to seek certification as soon as possible if they are not already certified.

H. HAWLEY
Department Representative

Telephone: 553-1694

8776C

Item 14 - File 25-95-19

1. The attached reports of the Controller pertain to the proposed resolution concurring with the Controller's certification that Budget Analyst services can be practically performed by private contractor for a lower cost than similar work performed by City employees.

2. The Budget Analyst provides health care coverage for their employees.

3. To continue full implementation of the Board's Minority Business Enterprise (MBE), Women Business Enterprise (WBE) ordinance, the Budget Analyst services are provided under a Joint Venture Agreement between the Board of Supervisors and Stanton W. Jones and Associates(MBE)/Debra A. Newman(WBE)/Rodriguez, Perez, Delgado & Company Certified Public Accountants(MBE)/Harvey M. Rose Accountancy Corporation Certified Public Accountants/Wallace, Mah & Louie Certified Public Accountants(MBE). The MBE and WBE firms are registered with the Human Rights Commission. In accordance with the Board of Supervisors previously approved MBE/WBE Department Action Plan, 40 percent of the funding to provide Budget Analyst services under this contract is allocated to the four above-named MBE/WBE firms.

4. The Joint Venture would be operating under the third of four options, subject to approval by the Board of Supervisors, as stipulated in the Budget Analyst Joint Venture Agreement previously approved by the Board of Supervisors.



CITY AND COUNTY OF SAN FRANCISCO

OFFICE OF THE CONTROLLER

Edward Harrington
Controller

John W. Madden
Chief Assistant Controller

June 19, 1995

Honorable Board of Supervisors
City and County of San Francisco
City Hall, Room 235
San Francisco, CA 94102

Attention: John L. Taylor, Clerk of the Board

Re: Contract for Budget Analyst Services

Dear Mr. Taylor:

The cost information and supplementary data provided by your office on the proposed contract for budget analyst services has been reviewed by my staff.

If the services are performed by the contractor at the proposed contract price, it would appear that the services can be performed at a lower cost than if the work were performed by City employees at presently budgeted levels. Our opinion is based on information provided that indicates that the comparable level of service would be provided by 18 full-time equivalent professional City employees. A statement of projected cost and estimated savings for the year commencing July 1, 1995 is attached for your review.

The requirements of Charter Section 8.300-1 relative to the Controller's findings that "work or services can be practically be performed by private contract" for fiscal year 1994-95 have been satisfied. To complete the Charter requirements, your department must secure Board of Supervisor approval through resolution before entering into the private contractual arrangement.

Sincerely,

A handwritten signature in dark ink, appearing to read "Edward Harrington".

Edward Harrington
Controller

Enclosure

cc: Geoff Rothman, Employee Relations Division
Harvey Rose, Budget Analyst - Board of Supervisors
Wendell Pryor, Human Resources
Teresa Serata, Mayor's Budget Office

ATTACHMENT A
BOARD OF SUPERVISORS
BUDGET ANALYST SERVICES (1)
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES
FISCAL YEAR 1995-96

	CLASS	POSITIONS	B.W.	RATE	LOW	HIGH
PROJECTED PERSONNEL COSTS						
BUDGET DIRECTOR	1831	1.00	3,597	4,372	96,220	114,109
ASST BUDGET DIRECTOR	1892	1.00	2,464	2,995	65,918	78,167
CHIEF ASSOC. BUDGET ANALYST	A289	3.00	2,335	2,839	187,394	222,322
PRINC. ASSOC. BUDGET ANALYST	A245	2.00	2,202	2,676	117,805	139,671
SR ASSOC. BUDGET ANALYST	1828	1.00	2,087	2,537	55,829	66,227
ASSOC. BUDGET ANALYST	1826	8.00	1,760	2,139	376,583	446,608
CONFIDENTIAL SECRETARY	1520	1.00	1,501	1,830	40,157	47,760
SECRETARY II	1446	1.00	1,203	1,458	32,174	38,042
PREMIUM PAY					1,126	1,126
OVERTIME					2,852	3,372
TOTAL CITY SALARY COSTS		18.00			976,059	1,157,404
EMPLOYEE BENEFITS						
VARIABLE BENEFITS(2)					176,179	208,911
FIXED BENEFITS (3)					70,164	70,164
TOTAL EMPLOYEE BENEFITS					246,343	279,075
OTHER EXPENSES (4)					70,400	70,400
TOTAL CITY COSTS					1,292,801	1,506,879
CURRENT CONTRACT AMOUNT					1,232,566	1,232,566
ESTIMATED TOTAL COMPENSATION ADJUSTMENT (5)					61,628	61,628
TOTAL ESTIMATED CONTRACT COSTS					1,294,194	1,294,194
ESTIMATED DIFFERENCE					(1,393)	212,685

Comments/Assumptions:

1. These services have been contracted out since 1979.
2. The variable fringe benefit rate includes employee retirement pick-ups.
3. The fixed fringe benefit rate includes adopted 1995-96 rates for health and dental, as well as an estimated amount for the City's portion of health service dependant coverage.
4. The estimated contract costs assumes the base year level of services at 18 FTE without the addition of MOU analysis.
5. The current contract for budget analyst services includes a provision that the contract will be adjusted "based on the average annual percentage increase in total compensation granted through salary standardization or collective bargaining ... to miscellaneous employees performing work similar to that provided by the Budget Analyst." Our estimate for this provision of 5% is based on the average percentage increase for Local 21.

Charter 8.300-1 (Proposition J) Questionnaire

Department Board of Supervisors
Contract Services Budget Analyst
Time Period July 1, 1995 through June 30, 1996

- 1) Who performed services prior to contracting out?
Bureau of the Budget
- 2) Number of City employees laid off as a result of contracting out?
None
- 3) Explain disposition of employees if they were laid off.
Two were transferred to other City departments; balance resigned in order to be hired by the contractor.
- 4) What percent of City employee's time is spent on services to be contracted out?
All Bureau of the Budget positions were full-time
- 5) How long have services been contracted out?
15 years, since January 1, 1979.
- 6) What was the first fiscal year for a Proposition J Certification?
FY 1978-79
- 7) How will contract services meet the goals of your MBE/WBE Action Plan?
Contract services are consistent with the Board of Supervisors Department MBE/WBE Action Plan.

John Taylor
Department Representative
Clerk of the Board of Supervisors
(Type Name, Title)
554-5184
Telephone

cxlquespj

Item 15 - File 27-95-11

- Department:** San Francisco International Airport
- Item:** Ordinance approving, retroactively, the Modification of the Boarding Area "A" Retail concession Lease A-1 between Charnel Company, Inc. and the City and County of San Francisco, acting by and through its Airports Commission.
- Description:** In January, 1994, the Board of Supervisors approved a three-year lease (File 27-93-21) with Charnel Company, Inc. to operate two general news and gifts shops at Boarding Area "A" (located in the South Terminal). Charnel Company is a MBE firm and was selected by the Airport as the highest responsive and qualified bidder. US Air, Continental and Air Canada currently use Boarding Area "A".
- Host International previously operated the retail concessions in Boarding Areas "A", "B" and "C". In order to encourage minority participation, the Airport provided only areas "B" and "C" to Host International as a principal concessionaire, and divided Boarding Area "A" into two smaller leases, with the Charnel Company an MBE firm and with the Marilla Chocolate Company a WBE firm.
- The Airport is completing various major capital improvement projects. These capital improvement projects include the construction of a new International Terminal, and the replacement of Boarding Area "A", where the Charnel Company currently operates two concessions. Although a similar lease amendment has been implemented by the Airport for the Marilla Chocolate Company, that amendment is not included in the proposed ordinance because the revenues generated over the term of the lease, with Marilla Chocolate Company, will be less than \$1 million, which is the threshold that requires Board of Supervisors approval under the City's Charter.
- According to Mr. Bob Rhodes of the Airport, construction is already underway for the new Boarding Area "A", and therefore, in order to phase out use of the existing Boarding Area "A", three gates (a gate is where passengers board the aircraft) out of 14 gates have been closed since November, 1994. In addition, Mr. Rhodes reports that four additional gates will be closed by November, 1995, leaving only seven gates open in Boarding Area "A". Mr. Rhodes reports that the remaining seven gates in the existing Boarding Area "A" will be completely closed by the beginning of 1999.

The existing lease agreement with Charnel Company provides the City with the greater of a minimum annual guarantee of \$623,000 annually, or 20 percent of gross revenues. The proposed ordinance would modify the existing lease by waiving the minimum annual guarantee of \$623,000, and allowing the Charnel Company to pay only the 20 percent of gross revenues, given that there has been decreased passenger traffic as a result of the phasing out of Boarding Area "A". The proposed lease amendment would be effective retroactively from November, 1994 through April, 1997, which is the remaining term of the lease.

Comments:

1. Mr. Rhodes estimates that as a result of closing the three gates in November, 1994, passenger traffic in Boarding Area "A" has decreased from approximately 3,600,000 passengers annually to 2,500,000 annually, a decrease of 1,100,000 passengers or approximately 31 percent. As noted, four additional gates will close in November, 1995, so passenger traffic will decrease even further.

2. According to Mr. Rhodes, actual gross revenues generated by the Charnel Company for the seven month period of November, 1994 through May, 1995 have been approximately \$902,000, or an average of approximately \$128,857 in gross revenues monthly. Based upon projections provided by the Airport, it is estimated that prior to the closure of the three gates, the Charnel Company generated approximately \$180,000 in monthly revenues during the peak summer season, and \$165,000 during non-peak months.

3. Therefore, if this proposed ordinance is approved to eliminate the minimum annual guarantee, it will result in estimated decreased revenues to the Airport as follows:

November, 1994 through May, 1995	\$183,000
FY 1995-96	275,000
FY 1996-97 (through April, 1997)	<u>275,000</u>
Total Anticipated Lost Revenues	\$733,000

The anticipated decreased revenues of \$183,000 from November, 1994 through May, 1995 are based upon the \$363,400 from the minimum annual guarantee (based upon seven months of the minimum annual guarantee of \$623,000), less the 20 percent payment of \$902,000 in gross revenues, or \$180,400 actually paid.

The reduced revenues to the Airport for FY 1995-96 and FY 1996-97 are estimated at \$275,000 for each fiscal year, according to Mr. Rhodes, assuming that passenger traffic will further decrease in November, 1995, when four additional gates will be closed, and adjusting for the peak summer season.

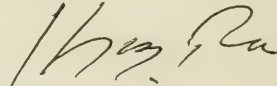
Through April, 1997, when the Charnel Company lease term expires, an estimated total of \$733,000, will result from eliminating the minimum annual guarantee.

4. However, Mr. Rhodes reports that these anticipated decreased revenues will be offset by revenue increases in other retail/concession leases. On an annual basis, Mr. Rhodes reports that the Airport receives approximately \$106 million annually for such lease concession revenues.

5. According to the Airport Commission's Resolution (93-0162), past Airport Commission practice has been to eliminate the minimum annual guarantees during construction when gates are out of operation.

6. During the construction of the new Boarding Area "A", the minority participants will generate less revenues. Upon the completion of the new Boarding Area "A" in 1997, Mr. Rhodes reports that new leases concessions will be put out to bid, with the goal of setting aside at least 33 percent to minority-owned and women-owned businesses.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.


Harvey M. Rose

cc: Supervisor Hallinan	Clerk of the Board
Supervisor Ammiano	Chief Administrative Officer
Supervisor Teng	Controller
President Shelley	Teresa Serata
Supervisor Kaufman	Robert Oakes
Supervisor Migden	Ted Lakey
Supervisor Alioto	
Supervisor Bierman	
Supervisor Hsieh	
Supervisor Kennedy	
Supervisor Leal	

Memo to Government Efficiency and Labor Committee
 July 25, 1995 Government Efficiency and Labor Committee Meeting *Attn: Kate Wingerson*

that would directly discharge wastewater into the City's sewer system; (b) remove diesel fuel from the groundwater; (c) remove an underground storage tank; and (d) sample and test groundwater. Clayton Environmental Consultants is not an MBE or WBE firm, but has subcontracted 32 percent (\$144,242) of the contract to Disadvantaged Business Enterprises (DBEs), as identified below.

MUNI is also requesting that funds be released from reserve to fund a new construction contract for the installation and monitoring of equipment that would detect leaks in MUNI's diesel fuel tanks. MUNI has estimated that this contract will cost \$325,000. However, MUNI reports that this contract has not yet been awarded (See Comment No. 1).

The budget details for the Woods and Kirkland Waste Collection Projects are shown below. In-house services would be performed by MUNI staff.

<u>Activity</u>	<u>Amount of Request</u>
In-House Services	
Project Management (2,051 hours @ \$43.08 per hour)	\$88,350
Engineering Services (1,108 hours @ \$43.08 per hour)	47,740
Construction Engineering (1,509 hours @ \$43.08 per hour)	65,012
Ways and Structures (359 hours @ \$43.08 per hour)	15,485
Consulting Contract	
<u>Prime Contractor:</u>	
Clayton Environmental Consultants, Inc.	\$270,758
<u>Subcontractors:</u>	
E2 Consultants (DBE)	\$70,071*
CKY Analytical Services, Inc. (DBE)	36,100*
HEW Drilling Company (DBE)	23,071*
Verduzco Electric (DBE)	15,000*
A. Answer Plumbing, Inc.	25,000
American Maintenance Supply	<u>10,000</u>
Subtotal - Subcontractors	\$179,242
Subtotal - Consulting Contract	450,000
* Total of \$144,242 (32 percent) allocated to DBE firms.	
Construction Contract	325,000

Equipment Purchase

Of this request, \$25,000 would be used to purchase pumps to allow MUNI itself to drain fuel tanks rather than hiring an outside contractor at a higher cost, and \$29,250 would be used to fund a term purchase agreement (TPA) with Waste Oil Recovery Systems, a DBE firm, to remove old diesel fuel off-site. \$54,250

Other Direct Expenses 15,000

Subtotal - Direct Expenses \$1,060,837

Contingency (17% of Direct Expenses) 180,000

Total - Woods and Kirkland Waste Collection Project \$1,240,837

Lastly, MUNI recently advertised an Invitation for Bids (IFB) for a sidewalk and bus yard paving contract. MUNI has estimated that this contract will cost \$78,343. However, MUNI advises that this contract has not yet been awarded (See Comment No. 2).

<u>Activity</u>	<u>Amount of Request</u>
Sidewalk & Bus Yard Paving Contract	\$78,343
Total Request to Release Reserved Funds	<u>\$1,382,341</u>

Comments:

1. Because MUNI has not yet awarded the construction contract for the Woods and Kirkland Waste Collection Projects, \$325,000 of the total request of \$1,382,341 should continue to be reserved, pending the selection of a contractor, the submission of budget details and the MBE/WBE status of the contractor.

2. Because MUNI has not yet awarded the Sidewalk and Bus Yard Paving Project contract, an additional \$78,343 should continue to be reserved, pending the selection of a contractor, the submission of budget details and the MBE/WBE status of the contractor.

- Recommendations:**
1. Continue to reserve \$325,000 for the Woods and Kirkland Waste Collection Projects and \$78,343 for the Sidewalk and Bus Yard Paving Project, or a total of \$403,343, pending the selection of contractors, the submission of budget details and the MBE/WBE status of the contractors.
 2. Approve the release of \$978,998 in reserved funds.

CALENDAR

GOVERNMENT EFFICIENCY & LABOR COMMITTEE BOARD OF SUPERVISORS CITY AND COUNTY OF SAN FRANCISCO

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REGULAR MEETING

TUESDAY, AUGUST 8, 1995, 1:00 P.M.

VETERANS BUILDING
401 VAN NESS AVENUE, ROOM 410

MEMBERS: Supervisors Terence Hallinan, Tom Ammiano, Mabel Teng

CLERK: Gail Johnson

* * * * *

Disability Access

The Board of Supervisors Committee Meeting Room (410) and the Legislative Chamber of the Board (Room 404) are on the fourth floor at 401 Van Ness Avenue.



Both the Committee Room and the Chamber are wheelchair accessible. The closest accessible BART Station is Civic Center, 3-1/2 blocks from the Veterans Building. Accessible MUNI lines serving this location are: #5 Fulton, #21 Hayes, #42 Downtown Loop, #47 Van Ness and #49 City College lines as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



There is accessible parking in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



Assistive listening devices are available for use in the Meeting Room and the Board Chamber. A device can be borrowed prior to or during a meeting. Borrower identification is required and must be held by Room 308 staff.

The following services are available on request 72 hours prior to the meeting or hearing:

For American sign language interpreters or the use of a reader during a meeting, contact Violeta Mosuela at (415) 554-7704.

For a large print copy of an agenda, contact Moe Vazquez at (415) 554-4909.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine, and will be acted upon by a single roll call vote. There will be no separate discussion of these items unless a member of the Committee or the public so requests, in which event the matter shall be removed and considered as a separate item.
 - (a) File 94-93-3.3. [Reserved Funds, Municipal Railway] Hearing requesting release of reserved funds, Municipal Railway, (Federal Section 9 Funds) in the amount of \$250,000 for funding the MUNI Accessibility Improvements contractual services. (Municipal Railway)
 - (b) File 27-95-13. [Federal Grant, Airport Improvement Program] Resolution authorizing Airports Commission to file application, and accept and expend grant of \$23,900,000 from Federal Aviation Administration for assistance in improvements at the Airport (A.I.P. No. 11). (Airports Commission)
 - (c) File 38-95-6. [Gift Acceptance, SafeAmerica Foundation] Resolution authorizing the Department of Public Health, Central Administration, Emergency Medical Services Agency, to accept and expend a gift valued at \$16,000, from SafeAmerica Foundation to provide child car seats to the residents of San Francisco. (Supervisor Alioto)
 - (d) File 38-95-7. [Gift Acceptance, Recreation and Park Department] Resolution accepting four (4) gifts valued at \$86,213.98, for use by the Recreation and Park Department. (Recreation and Park Department)
 - (e) File 89-95-5. [SDI Coverage, 2118 Director, Medical Records] Resolution authorizing enrollment of classification(s) 2118 Director, Medical Records in the State Disability Insurance Program. (Department of Human Resources)
 - (f) File 138-95-5. [Grant, Major Narcotic Vendors Prosecution Program] Resolution authorizing the District Attorney of the City and County of San Francisco to apply for, accept, and expend funds in the amount of \$135,501 made available through the Office of Criminal Justice Planning for a project entitled "San Francisco District Attorney's Office Major Narcotic Vendors Prosecution Program", for the twelve month period July 1, 1995 through June 30, 1996. (Supervisor Alioto)
 - (g) File 146-95-9. [Grant, "Red Light Running" Public Awareness] Resolution authorizing the Department of Public Health, Central Administration, to apply for retroactively, and accept and expend a grant of \$27,683, which includes indirect costs in the amount of \$2,766 based on 11.1% of total expenditures from the Federal Highway Administration, for "Red Light Running" Public Awareness Campaign for the residents of San Francisco; providing for ratification of action previously taken. (Supervisor Leal)
 - (h) File 242-95-3. [Federal Grant, Gender Equity Education Program] Resolution authorizing the Commission on the Status of Women to apply for funds available from the United States Department of Education Women's Educational Equity Act (WEEA) Program for a gender equity education program implementation grant. (Supervisors Alioto, Shelley)

ACTION:

REGULAR CALENDAR

2. File 93-95-35.1. [Amendment to MOU, Local 21] Ordinance implementing the provisions of an amendment to the Memorandum of Understanding between the International Federation of Professional and Technical Engineers, AFL-CIO, Local 21 and the City and County of San Francisco. (Supervisor Alioto)

ACTION:

3. File 104-95-1. [Transit Workers Salaries and Benefits] Hearing to consider Civil Service Commission staff report dated July 26, 1995, concerning Salary and Survey and Certification of Wage Schedules for Transit Operators pursuant to Charter Section 8.404 for fiscal year 1995-96. (Supervisor Hallinan)

ACTION:

4. File 161-95-9. [Site 732-A, Fillmore District] Hearing to consider the Redevelopment Agency's plans for site 732-A in the Fillmore District. (Supervisor Hallinan)

ACTION:

5. File 82-95-2. [Noise Easement, South S.F. School District] Resolution authorizing the final payment for noise easement to the South San Francisco Unified School District - \$551,419.30. (Real Estate Department)

ACTION:

6. File 82-95-3. [Noise Easement, Millbrae School District] Resolution authorizing the final payment for a noise easement to the Millbrae School District - \$138,199.35. (Real Estate Department)

ACTION:

7. File 106-95-9. [Compensation, Municipal Court, FY 1995-96] Ordinance setting schedules of compensation and other economic benefits for certain classifications of persons employed by the Municipal Court for the City and County of San Francisco for fiscal year 1995-96. (Municipal Court)

ACTION:

8. File 106-95-10. [Compensation, Municipal Court, FY 1995-96] Ordinance setting schedules of compensation and other economic benefits for fiscal year 1995-96 for certain classifications of persons employed by the Municipal Court for the City and County of San Francisco. (Municipal Court)

ACTION:

9. File 172-95-33. [Placement of Female Juveniles] Resolution authorizing the Chief Probation Officer to renew a contract for the 1995-96 contract year between the City and County of San Francisco, Juvenile Probation Department, and the County of Santa Clara, Santa Clara County Probation Ranches, to provide for the placement of female juveniles. (Juvenile Probation Department)

ACTION:

10. File 172-95-34. [Diagnostic Treatment Services, Juvenile Ward] Resolution authorizing the Chief Probation Officer of the Juvenile Probation Department to renew a contract with California Youth Authority for diagnostic and treatment services and custody of a juvenile ward of the Court from the County of San Francisco not to exceed 90 days; providing for ratification of action previously taken. (Juvenile Probation Department)

ACTION:

11. File 172-95-35. [MOU, SFDSS and State Department of Social Services] Resolution authorizing the San Francisco Department of Social Services (SFDSS) to retroactively enter into a Memorandum of Understanding with the California State Department of Social Services (SDSS), Statewide Automated Welfare System (SAWS) Branch, for the loaning of an employee to serve in the capacity of Associate Information Systems Analyst for a two-year period, beginning March 1, 1995 through February 28, 1997. (Department of Social Services)

ACTION:

12. File 25-95-12. [Prop J Contract, Janitorial Services, 1660 Mission] Resolution concurring with the Controller's certification that Janitorial Services for 1660 Mission Street can be practically performed by private contractor for lower cost than similar work services performed by City and County employees. (Real Estate Department)
(Consideration continued from 7/25/95.)

ACTION:

13. File 25-95-16. [Prop J Contract, Transcription Services] Resolution concurring with the Controller's certification that transcription services for the Medical Examiner's Office can be practically performed by private contractors for lower cost than similar work services performed by City and County employees. (Chief Medical Examiner - Coroner)
(Consideration continued from 7/11/95.)

ACTION:

14. File 25-95-17. [Prop J Contract, Laundry Services] Resolution concurring with the Controller's certification that the laundry processing services can be practically performed for the Department of Public Health, San Francisco General Hospital, by private contractor for a lower cost than similar work services performed by City and County employees. (Department of Public Health)
(Consideration continued from 7/25/95.)

ACTION:

15. File 25-95-18. [Contract Out, Body Removal Services] Resolution concurring with the Controller's certification that body removal services for the Medical Examiner's Office can be practically performed by private contractor for lower cost than similar work services performed by City and County employees. (Chief Medical Examiner-Coroner)
(Consideration continued from 7/25/95.)

ACTION:

16. File 25-95-20. [Prop J Contract, Court Management System] Resolution concurring with the Controller's certification that services of the Court Management System Coordinator can be practically performed by private contractor for lower cost than similar work services performed by City and County employees. (Municipal Court)

ACTION:

17. File 25-95-21. [Prop J Contract, Security Services - Central Shops] Resolution concurring with the Controller's certification that security services at Central Shops can be practically performed by private contractor for lower cost than similar services performed by City and County employees. (Purchasing Department)

ACTION:

18. File 25-95-22. [Prop J Contract, Parking Management Services] Resolution approving the Controller's certification that parking management services for San Francisco International Airport can practically be performed by private contractor at a lower cost for the year commencing July 1, 1995 than if work were performed by City employees at budgeted levels. (Airport)

ACTION:

19. File 25-95-23. [Prop J Contract, Paratransit Services] Resolution finding that it is economical for the Public Transportation Commission to contract for paratransit services in accordance with Charter Section 8.300-1. (Public Transportation Commission)

ACTION:

20. File 121-95-5. [Regulating Gun Dealers and Sale of Ammunition] Ordinance amending Municipal Code, Part II, Chapter VIII (Police Code) by amending Article Nine Sections 613 and 613.10 thereof, to provide age restrictions for the sale, lease or other transfer of firearms, firearm ammunition, or firearm ammunition components, and to require gun dealers to post notices of such age restrictions. (Supervisors Hallinan, Alioto)

ACTION:

21. File 254-95-1. [Apostleship of the Sea Ministry] Resolution urging Archbishop John Quinn not to close the Apostleship of the Sea which has been a haven for merchant seamen and a gathering place for organized labor for over fifty years. (Supervisors Hallinan, Alioto)

ACTION:

GOVERNMENT EFFICIENCY & LABOR COMMITTEE
BOARD OF SUPERVISORS
VETERANS BUILDING
401 VAN NESS AVENUE, ROOM 308
SAN FRANCISCO, CA 94102

**IMPORTANT
HEARING NOTICE**

D 3265

Bill Lynch
Documents Section
SF Public Library-Main Branch
Civic Center
San Francisco CA

Attn: Kate Wingerson

CITY AND COUNTY



OF SAN FRANCISCO

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BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

August 4, 1995

TO: Government Efficiency and Labor Committee
FROM: Budget Analyst
SUBJECT: August 8, 1995 Government Efficiency and Labor Committee Meeting

Item 1a - File 94-93-3.3

Department: Municipal Railway (MUNI)

Item: Request to release reserved funds in the amount of \$250,000 to fund contractual services for Municipal Railway (MUNI) Accessibility Improvements projects.

Amount: \$250,000

Source of Funds: San Francisco Transportation Authority Sales Tax

Description: In April of 1994, the Board of Supervisors approved a resolution authorizing Municipal Railway (MUNI) to apply for, accept and expend a Federal grant in the amount of \$6,811,342 in Federal Section 9 Operating Assistance and \$15,949,793 in Federal Section 9 Capital Assistance, plus \$3,987,448 in various local matching funds (including Proposition B Transportation Sales Tax funds), for a total of \$26,748,583, for three MUNI capital projects. Of this amount, \$2,165,366 was placed on reserve, pending the selection of contractors, the submission of budget details and the MBE/WBE status of the contractors. Thus far, \$240,000 has been released from reserve, thereby leaving a balance on reserve of \$1,925,366.

MUNI is now requesting the release of \$250,000 in reserved funds for Phase II of the MUNI Metro Accessibility Project.

Phase II consists of the design and construction of handicapped accessibility improvements on the surface and underground operation of the MUNI Metro Light Rail Vehicle (LRV) service, such as signage, wheelchair ramps and lifts at both existing and new MUNI stations, to aid physically challenged MUNI riders. This request of \$250,000 would fund project management and engineering services, related to handicapped accessibility improvements, to be performed in-house by MUNI staff. The budget details for this \$250,000 request are as follows:

Project Management	
1,161 hours @ \$43.08 per hour	\$50,000
Engineering Services	
4,643 hours @ \$43.08 per hour	<u>200,000</u>
Total	\$250,000

Comment: MUNI advises that the total budget for the MUNI Metro Accessibility Project is expected to be at least \$28 million through the year 2004. Of this amount, \$250,000 would be paid for by this subject request, \$7,610,109 is being paid for with previously appropriated State Transit Capital Improvement Funds, \$572,500 would be paid for with future requests to release reserved Federal Section 9 Capital Assistance Funds, and the remaining approximately \$19.6 million will be paid for through future Federal grants.

Recommendation: Approve the release of reserved funds in the amount of \$250,000.

Item 1b - File 27-95-13

Department: San Francisco International Airport (SFO)

Item: Resolution authorizing the Airports Commission to apply for, accept and expend a grant of \$23,900,000 from the Federal Aviation Administration (FAA) for assistance in improvements at the Airport.

Grant Amount: \$23,900,000

Source of Funds: Federal Aviation Administration (FAA)

Project: Home Insulation Master Plan Mitigation Program

Description: In accordance with the terms of the Airport's 1992 Master Plan Memorandum of Understanding (MOU) between the Airport and the Airport's neighboring cities, including Daly City, Pacifica, San Bruno, South San Francisco and other Cities located near the Airport, the Airport has committed up to \$120 million through the year 2000 to the Home Insulation Master Plan Mitigation Program. The Airport's Home Insulation Master Plan Mitigation Program consists of two parts: (1) The Airport provides Cities that have signed the MOU with funds to insulate private residences; and (2) the Airport acquires noise easements from each City.

Under the MOU, the Cities that receive Airport funds through the Airport's Home Insulation Master Plan Mitigation Program agreed to apply to the Federal Aviation Administration (FAA) Home Insulation Funding Program in order to reimburse the Airport for up to 80 percent of the cost of insulation (up to \$96 million of the \$120 million cost). In addition, the proposed resolution would authorize the Airport to apply for, accept and expend \$23.9 million in Federal discretionary funding under the FAA's Airport Improvement Program, which represents approximately 20 percent of the total \$120 million amount committed by the Airport to insulate private residences.

The proposed grant requires that the Airport provide a local match of 20 percent of the total budget of \$29,875,000, or \$5,975,000 (see "**Budget**" below). According to the Airport, this \$5,975,000 would be used to pay for that portion of the \$120 million committed by the Airport which cannot be reimbursed by the Cities (with FAA funds) or by the FAA due to the unavailability of FAA funds. The Airport advises that the source of funding for this \$5,975,000 required match would be Airport Revenue Bond Funds.

Of the proposed grant of \$23.9 million, plus the required local match of \$5,975,000, for a total of \$29,875,000, (a) \$24,000,000 would cover 20 percent of the \$120 million committed by the Airport through the year 2000; and (b) \$5,875,000 would be used in the event that some portion of the 80 percent in funding becomes unavailable from the FAA for reimbursement by the various Cities to the Airport.

Budget:

The Airport's estimated costs of the Home Insulation Master Plan Mitigation Program are as follows:

	<u>Grant Budget</u>	<u>Total Project Budget</u>
<u>Airport - Administration (1%)</u> This includes overseeing the project, processing requests for funds from Cities and other duties.	\$298,750	\$1,200,000
<u>Architecture & Engineering (7%)</u> This provides for each neighboring City's cost to provide architectural and engineering services for each home in which noise insulation is to be installed.	2,091,250	8,400,000

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	<u>Grant Budget</u>	<u>Total Project Budget</u>
<u>Project Inspection (7%)</u>		
This provides for each neighboring City's costs to inspect homes in which noise insulation has been installed.	\$2,091,250	\$8,400,000
<u>Construction (85%)</u>		
These funds are advanced to each neighboring City. The City then selects a licensed contractor to install the noise insulation in each home.	<u>25,393,750</u>	<u>102,000,000</u>
Total	\$29,875,000	\$120,000,000

Required Match: \$5,975,000

Indirect Costs: The proposed grant does not allow for the inclusion of indirect costs in the grant amount (See Comment No. 5).

Comments:

1. Thus far, the Airport has acquired noise easements from the Cities of San Bruno, South San Francisco, Daly City and Millbrae, which received a total of 1,806 noise easements from private residences. In return for these noise easements, the Airport has incurred \$25,293,000 in expenditures to date to cover the cost of insulating private residences, or an average of \$14,005 for each private residence. Thus, the remaining amount to be incurred by the Airport to provide noise insulation funding to various Cities is up to \$94,707,000 (\$120,000,000 less \$25,293,000). As previously noted, each neighboring City is required to apply for FAA funding in order to recover 80 percent of the Airport's total costs of the Home Insulation Master Plan Mitigation Program.

2. According to Mr. Jim Cheng of the Airport's Office of Business and Finance, of the \$25,293,000 in expenditures incurred so far by the Airport for noise insulation, the Cities have received \$535,541 in FAA funds to apply towards the Airport's expenditures, or 2.1 percent of the \$25,293,000 amount. Thus, the actual cost to the Airport to date to provide noise insulation funding for neighboring Cities is \$24,757,459 (\$25,293,000 less \$535,541).

The Airport had previously reported to the Budget Analyst that each neighboring City would apply to the FAA to recover 80 percent of the Airport's costs of noise insulation. Mr. John Martin of the Airport advises that the reason that the Airport has recovered only 2.1 percent, versus 80 percent, of the Airport's expenditures of \$25,293,000 thus far is primarily due to delays in receiving Federal funds. Mr. Martin further advises that the Airport expects to receive additional FAA funds to cover a portion of its expenditures for noise insulation through each City's application for FAA funds, but whether the Airport will receive 80 percent of the total \$120 million, as previously reported to the Budget Analyst, cannot be determined at this time.

2. The City Attorney's Office has previously reported that the purchase of noise easements enables the City to comply with State legal requirements and should result in eliminating costs to defend against noise-related small claims lawsuits.

3. Attached is a copy of the Grant Application Information Form, provided by the Airport.

4. The Disability Access Checklist, as prepared by the Airport, is included in the Clerk of the Board's file.

5. As the grantor does not allow for the inclusion of indirect costs in the grant amount, the proposed resolution should be amended to waive indirect costs.

- Recommendations:**
1. Amend the proposed resolution to waive indirect costs.
 2. Approve the proposed resolution, as amended.

LETTER OF INTENT

Grant Application Information Form

TO: The Board of Supervisors
Attention: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Airport

Contact Person: Ernie Eavis Telephone: (415) 737-7747

Project Title: Airport Improvement Program (A.I.P.) 11

Grant Source: Federal Aviation Administration

Proposed (New/Continuation) Grant Project Summary:

See Attached Narrative Description

Amount of Grant Funding Applied for: \$23,900,000

Maximum Funding Amount Available: \$23,900,000

Required Matching Funds: \$ 5,975,000

Number of Positions Created and Funded: -0-

Amount to be Spent on Contractual Services: None contemplated

Will Contractual Services be put out to Bid? N/A

Term of Grant: Discretionary Grant

Date Department Notified of Available Funds: 5-1-95

Application Due Date: 6-1-95

Grant Funding Guidelines and Options (from RFP, Grant Announcement of Appropriations Legislation):

Available grant funds for Airport Improvement Program (AIP) projects, in the form of a trust, are derived from Federal excise taxes on passenger ticket, freight forwarding, fuel, and tire sales as authorized by the Airport and Airway Improvement Act of 1982 (PL-248). San Francisco International Airport (SFIA) is usually allotted an annual share based upon actual passenger and freight totals for the year prior to the AIP application. Normally, the allotment is used to reimburse 75% of the actual design, inspection and construction cost of the selected airfield improvements. This, however, is a Discretionary Grant (volitional) involving special environmental considerations resulting from aircraft-generated noise at SFIA, and, as such, is entitled to 80% reimbursement.

Assessment of Need for Grant Funding:

The project listed in this Grant Application is part of a \$120 million commitment by the SFIA Airports Commission in accord with adjacent community governments to insulate residences within their respective jurisdictions, in order to reduce aircraft noise impact by the year 2000. If grant funding is not obtained, the monies that would have gone to SFIA will revert back into the trust fund and be disbursed to other airports as Discretionary Grants. The project listed in AIP 11 must still be undertaken, however, even without Federal funding.

Department Head Approval

Item 1c - File 38-95-6

- Department:** Department of Public Health (DPH)
- Item:** Resolution authorizing the Department of Public Health, Central Administration, Emergency Medical Services Agency, to accept and expend a gift valued at \$16,000 from SafeAmerica Foundation to provide child car seats to the residents of San Francisco.
- Description:** The proposed resolution would accept, on behalf of the City, a gift of up to 400 child car seats, with a total estimated value of up to \$16,000, from the SafeAmerica Foundation. The child car seats to be donated to the City by the SafeAmerica Foundation are designed to protect a child in the event of an automobile collision. The SafeAmerica Foundation is a national nonprofit organization based in Marietta, Georgia which focuses on traffic safety issues.
- The child seats would be given to low income parents in San Francisco by the DPH as part of the Traffic Injury Prevention Project. The Traffic Injury Prevention Project works to reduce traffic related injury and death through education, engineering, legislation, and enforcement. The Project was initiated by the DPH in January of 1994 with Federal Highway Administration funds administered by the California Office of Traffic Safety.
- Comments:**
1. Ms. Elizabeth LaScala of the DPH advises that the method of distributing the SafeAmerica Foundation donated child car seats to parents has not yet been determined. The costs associated with this distribution effort are expected to be negligible, and no additional costs are anticipated to accrue to the DPH as a result of the acceptance of this gift, according to Ms. LaScala.
 2. Parents seeking a SafeAmerica Foundation donated child car seat will be required to sign a statement waiving liability against the City in the event of product failure, according to Ms. LaScala.
- Recommendation:** Approve the proposed resolution.

Item 1d- File 38-95-7

- Department:** Department of Parks and Recreation (RPD)
- Item:** Resolution accepting four (4) gifts valued at \$86,213.98, for use by the Recreation and Park Department.
- Description:** The proposed resolution would accept on behalf of the City four gifts with an estimated total value of approximately \$86,214 from four different sources. Descriptions of the four gifts and their respective donors are provided below.
- The Friends of Recreation and Parks, a non-profit organization that raises funds on behalf of the RPD, will donate two new vans with an estimated value of approximately \$42,036. The vans will be used to transport children, disabled individuals, and senior citizens for participation in RPD sponsored programs.
 - The Northern California Grant Makers, a consortium of Northern California donors, will donate a cash gift of \$26,705 to supplement the RPD's summer programs at various recreation centers and playgrounds.
 - The estate of Melba Jule Grayson will donate a cash gift of approximately \$7,472 to assist in funding the summer concerts in Stern Grove Park.
 - The Giants Community Fund, a sponsorship of the San Francisco Giants baseball team, will donate a cash gift of \$10,000 for the Project Insight Fund. Administered by the RPD, the Project Insight Fund provides funds for hearing and visually impaired teens to participate in a variety of outdoor activities.
- Comments:**
1. Mr. Joel Robinson of RPD advises that the two new vans donated by the Friends of Recreation and Parks would replace an old RPD-owned van with high maintenance costs. As a result, the replacement of the old van by the two new vans is not likely to increase RPD maintenance costs, according to Mr. Robinson.
 2. No additional costs are anticipated to accrue to the Recreation and Park Department as a result of the acceptance of the above-noted gifts from the Giants Community Fund, the Northern California Grant Makers, and the estate of Melba Jule Grayson, according to Ms Elaine Molinari of the RPD.

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Recommendation: Approve the proposed resolution

Item 1e - File 89-95-5

Department: Department of Human Resources
San Francisco General Hospital

Item: Resolution authorizing enrollment of classification 2118 Director, Medical Records in the State Disability and Insurance Program.

Description: The proposed resolution would authorize enrollment of Classification 2118 Director, Medical Records, in the State Disability and Insurance Program (SDI). The cost of the SDI coverage would be paid by the employee through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1 percent of the first \$31,767 of gross salary for each employee, with a maximum of \$317.67 annually. While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification request coverage.

The following classification, which is not represented by a bargaining unit, would be authorized to enroll in the SDI program under the proposed resolution:

<u>Position</u>	<u>Classification</u>	<u>Number of Employees</u>
2118	Director, Medical Records	1

The above noted employee works for San Francisco General Hospital.

The Employee Relations Division of the Human Resources Department reports that it has received a petition requesting SDI coverage signed by the only employee, representing a majority, in the 2118 Director, Medical Records classification.

Recommendation: Approve the proposed resolution.

Item 1f - File 138-95-5

Department: District Attorney

Item: Resolution authorizing the District Attorney to apply for, accept and expend continuation grant funds in the amount of \$135,501, made available through the State Office of Criminal Justice Planning (OCJP), which includes indirect costs of \$6,775.

Grant Amount: \$135,501

Grant Period: July 1, 1995 through June 30, 1996

Source of Funds: State Office of Criminal Justice Planning

Project: San Francisco District Attorney's Office Major Narcotic Vendors Prosecution Program (MNVPP)

Description: The proposed grant is a new grant to be used by the District Attorney's Office to target major level drug offenders through the use of vertical prosecution and coordination with various other law enforcement agencies at different levels. Vertical prosecution means that one prosecuting attorney is assigned to a case throughout its "stay" in the criminal justice process rather than assigning a new prosecuting attorney to a case each time it enters a new phase of the criminal justice process (i.e., bail proceedings, arraignment etc.). The purpose of the MNVPP grant is to seek the long term confinement of targeted offenders in order to significantly impact and disrupt illicit manufacture and trafficking of narcotics.

The MNVPP provides funds for one Head Attorney to work with the San Francisco Police Department (SFPD), Federal law enforcement agencies such as the Bureau of Narcotics Enforcement (BNE) and the Drug Enforcement Agency (DEA), the United States Attorney's Office, and other jurisdictions on cases involving major narcotics dealers. The Head Attorney is to become familiar with a small number of complex narcotics cases, which is intended to result in longer sentences for individuals convicted of major narcotics distribution crimes. The prosecuting attorney will also file bail enhancements (increases to the bail amount) to insure that the defendant remains in custody between the time of arrest and the trial.

Memo to Government Efficiency and Labor Committee
August 8, 1995 Government Efficiency and Labor Committee Meeting

Budget:	<u>Personnel</u>	
	8182 Head Attorney	\$105,548
	Fringe Benefits	<u>12,888</u>
	Subtotal Personnel	\$118,436
	<u>Travel</u>	
	<u>Southern California Workshop</u>	
	Airfare @\$238 for one person	\$238
	Transportation to and from Airport	22
	Hotel @\$102 per day for 4 days	408
	Meals @\$38 per day for 4 days	152
	Registration	225
	<u>Northern California Workshop</u>	
	Mileage: 200 miles @\$.30 per mile	60
	Hotel @\$101 per day for 4 days	404
	Meals @\$34 per day for 4 days	136
	Registration	<u>225</u>
	Subtotal Travel	1,870
	<u>Operating Expenses</u>	
	Office Supplies	\$515
	Audit	<u>1,355</u>
	Subtotal Operating Expenses	1,870
	<u>Equipment</u>	
	Personal Computer with Monitor	\$3,850
	Laser Printer	1,450
	Software	<u>1,250</u>
	Subtotal Equipment	6,550
	<u>Indirect Costs</u>	<u>6,775</u>
	Total	\$135,501

Required Match: None

Indirect Costs: \$6,550 (5% of total grant)

Comments: 1. The grant period is for one year. However, according to Ms. Donna Lee of the District Attorney's Office, grant funds for the Major Narcotic Vendors Prosecution Program are expected to be available to the District Attorney from the State Office of Criminal Justice Planning for three years. According to Ms. Lee, the District Attorney will reapply for the MNVPP grant funds for FY 1996-97 and FY 1998-99.

2. Ms. Lee also states that the Head Attorney position created by this grant will not be funded when the grant terminates.

3. The District Attorney advises that the application for the proposed grant has already been submitted. As such, the proposed legislation should be amended to authorize the District Attorney to apply for the proposed grant retroactively.

4. Attached is a Summary of Grant Request, as prepared by the District Attorney, for the proposed grant funds.

5. The District Attorney has prepared a Disability Access Checklist for this proposed grant program, which is on file with the Clerk of the Board's Office.

Recommendation: Amend the proposed resolution to authorize the District Attorney to apply for the proposed grant funds retroactively and approve the proposed resolution as amended.

Grantor Office of Criminal Justice PlanningContact Person Carol GerberAddress 1130 K StreetSacramento, CaliforniaAmount Requested \$135,501.Term: From 7-1-95 To 6-30-95

Health Commission _____

Division District AttorneySection Narcotics UnitContact Person Donna L. LeeTelephone 415-553-1456Application Deadline May 1, 1995

Notification Expected _____

Board of Supervisors: Finance Committee _____

Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$135,501. from the period of 7-1-95 to 6-30-95 to provide Major Narcotic Vendors Prosecution Program services.

II. Summary: (Concise history; need addressed; member groups served; services and providers) The Major Narcotic Vendors prosecutor will work closely with law enforcement to ensure that a case from its inception is prosecuted in accordance with provisions of PC 13882 et seq. The MNVP attorney will file the case appropriate bail enhancement proceedings, appear at arraignment and subsequent proceedings and make every effort to obtain longer sentences at the conclusion of the case.

III. Outcomes/Objectives:

The major narcotics vendors prosecutor will seek exceptional consideration by the court by consistently requesting higher bails, timely review of their cases and demand of long sentences

IV. Effects of Reduction or Termination of These Funds: Without a vertical prosecutor specially assigned to aggressively prosecute major narcotic vendors, many of these targeted offenders will be released pending disposition, and will receive probation with little or no jail time. Without these funds the Narcotics Unit would be adversely affected in their ability to handle major narcotic vendor cases.

V. Financial Information:

	<u>Col. A</u> Two Years Ago	<u>Col. B</u> Past Year/Orig.	<u>Col. C</u> Proposed	<u>Col. D</u> Change	<u>Req. Match</u>	<u>Approved by</u>
Grant Amount	_____	_____	<u>\$135,501</u>	_____	_____	_____
Personnel	_____	_____	<u>118,436</u>	_____	_____	_____
Equipment	_____	_____	<u>6,550</u>	_____	_____	_____
*Contract Svc.	_____	_____	<u>-0-</u>	_____	_____	_____
Mat. & Supp.	_____	_____	<u>-0-</u>	_____	_____	_____
Facilities/Space	_____	_____	<u>-0-</u>	_____	_____	_____
Other	_____	_____	<u>3,740</u>	_____	_____	_____
Indirect Costs	_____	_____	<u>6,775</u>	_____	_____	_____
<u>VI. Data Processing</u> (costs included above)	_____	_____	<u>-0-</u>	_____	_____	_____
<u>VII. Personnel</u>	_____	_____	_____	_____	_____	_____
F/T CSC	_____	_____	<u>1.07</u>	_____	_____	_____
P/T CSC	_____	_____	<u>-0-</u>	_____	_____	_____
Contractual	_____	_____	<u>-0-</u>	_____	_____	_____

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
N/A

Will grant funded employees be retained after this grant terminates? If so, How?
Grant funded employees will be retained contingent upon source of funds available.

*VIII. Contractual Services: Open Bid N/A Sole Source N/A (If sole source, attach Request for Exception Form)

Item 1g- File 146-95-9

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health, Central Administration, to apply for retroactively, accept and expend a grant of \$27,683, which includes indirect costs in the amount of \$2,766 based on 11.1 percent of direct grant expenditures.

Grant Amount: \$27,683

Grant Period: From October 1, 1995 to September 30, 1996

Source of Funds: Federal Highway Administration (FHA)

Project: Red Light Running Public Awareness Campaign

Description: The proposed resolution would authorize DPH to seek grant funds in the amount of \$27,683 to implement the Red Light Running Public Awareness Campaign as part of its Traffic Injury Prevention Project. The Campaign would utilize posters, brochures, bumper stickers, press releases, public service announcements, and other forms of outreach to educate the residents of San Francisco on the hazards of failing to stop at red light traffic signals.

The Red Light Running Public Awareness Campaign will be managed by existing staff in the DPH's Traffic Injury Prevention Project. The Traffic Injury Prevention Project was initiated by the DPH in January of 1994 with Federal Highway Administration funds administered by the California Office of Traffic Safety (OTS). The project works to reduce traffic related injury and death through education, engineering, legislation, and enforcement.

The Red Light Running Public Awareness Campaign will utilize brochures, Public Safety Announcements, and other print or audio-visual material prepared and provided by the FHA to the DPH at no cost.

To assist with the media strategy and publicity efforts associated with the Campaign, the DPH will retain the services of Maureen O'Rorke Public Relations and Advertising, a consulting firm. Maureen O'Rorke Public Relations and Advertising is a WBE firm that has an existing contract with the DPH which was awarded under a Request for Proposal process (see Comment No. 2).

To implement the Red Light Running Public Awareness Campaign the DPH also intends to seek funding from the State to increase the hours of a Class 1426 Clerk Typist from .6 Full Time Equivalent (FTE) to .8 FTE, for a total increase of .2 FTE (see Comment No. 1). The Clerk Typist will provide clerical and administrative support for the Campaign.

Budget:

The estimated total cost of the proposed Red Light Running Public Awareness Campaign is \$37,041. The total amount requested in the proposed grant is \$27,683 or \$9,358 less than the total project cost. Grant funding for the \$9,358 difference between the proposed grant and the project cost will be sought at a later date (see Comment No. 1).

A breakdown of the cost estimates for the Red Light Running Public Awareness Campaign is provided below.

Proposed Grant Budget

Contractual Services		\$19,917
Operating Expenses		
Printing	\$1,500	
Translation Services	1,000	
Promotional Materials	<u>2,500</u>	<u>5,000</u>
Total Direct		24,917
Indirect Costs		<u>2,766</u>
Total Grant Budget Costs		\$27,683

Additional Costs (grant funds to be sought)

Personnel Costs

Clerk Typist (.2 FTE)	\$6,590	
Mandatory Fringe Benefits	<u>1,318</u>	
Total Direct	\$7,908	
Indirect Additional Costs	<u>1,450</u>	
Total Additional Costs		9,358

TOTAL PROJECT COSTS

\$37,041

BOARD OF SUPERVISORS
BUDGET ANALYST

Required Match: None

Indirect Costs: The indirect cost of \$2,766 represents approximately 11.1 percent of the total grant budget direct costs of \$24,917. The DPH typically assesses a standard indirect cost rate of 11.1 percent on total non-salary direct costs.

Comments: 1. As noted above, the DPH grant request of \$27,683 is \$9,358 less than the total costs of \$37,041 needed for the Red Light Running Public Awareness Campaign. The DPH intends to seek funds from the State OTS to cover this \$9,358 shortfall, according to Ms. Elizabeth LaScala of the DPH. The \$9,358 in grant funds that the DPH intends to seek from the OTS will cover the added costs incurred by increasing the Clerk Typist position by .2 FTE, according to Ms. LaScala.

If the OTS is unable to provide the DPH with the additional funding of \$9,358 needed for the Red Light Running Public Awareness Campaign, the DPH will conduct the Campaign without the additional clerical and administrative support provided by increasing the Clerk Typist position by .2 FTE. Failure to secure additional funding in the amount of \$9,358 from the OTS will make it difficult but not impossible for the DPH to successfully complete the Red Light Running Public Awareness Campaign, according to Ms. LaScala.

2. As noted above, the DPH intends to retain the consulting services of Maureen O'Rorke Public Relations and Advertising in the amount of \$19,917 to assist with the media and public awareness strategy in the Red Light Running Public Awareness Campaign. Maureen O'Rorke Public Relations and Advertising, a WBE firm, was selected by the DPH through a Request For Proposal (RFP) process for an existing contract. The DPH will modify its existing contract with Maureen O'Rorke Public Relations and Advertising to include the additional services required in the Red Light running Public Awareness Campaign, according to Judy Matranga of the DPH.

3. In order to meet FHA deadline requirements, the DPH has already submitted an application seeking grant funds for the Red Light Running Public Awareness Campaign. Consequently, the proposed resolution provides for retroactive authorization for the DPH to seek FHA grant funds for the Campaign.

4. In 1996 the Department of Parking and Traffic (DPT) will implement the Red Light Enforcement Project which involves placing cameras at six selected San Francisco intersections to monitor and enforce traffic signal violations. The DPH will attempt to coordinate its Red Light Running Public Awareness campaign with the public awareness phase of DPT's Red Light Enforcement Project, according to Ms. LaScala. The ability to coordinate these two efforts will depend on the implementation time frames of the DPT and DPH projects, according to Ms. LaScala.

5. A Summary of Grant Request is attached.

Recommendation: Approve the proposed resolution.

Grantor: Federal Highway Administration
Contact Person: Aida Berkowitz
Address: Federal Highway Administration
Region Office 9 201 Mission Street, #2100
Tel: 744-3100
Amount Requested: \$ 27,683.00
Term: From Oct 1, 1995 To Sept 30, 1996

Division: Central Administration
Section: Emergency Medical Services Agency
Contact Person: Elizabeth LaScala
Telephone: 554-9969
Application Deadline: June 6, 1995
Notification Expected: mid-August

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (Circle or Underline) (augmentation to a) grant in the amount of \$ 27,683.00 from the period of october 1, 1995 to September 30, 1996 to provide a "Red Light Running" Public Awareness Campaign to residents services. of San Francisco

II. Summary: (Purpose; Funding Year; Target Groups; Services; Providers)

To plan and implement a public information and education outreach campaign which underscores the hazards associated with red light running. The target would be San Francisco residents, particularly motorists. The funding year is Oct 1, 1995 to Sept 30, 1996. The campaign would utilize PSA's (radio and television), newspaper and magazine PSA ads and a variety of promotional materls and special events linked to Traffic Injury Prevention Project (housed under the Emergency Medical Services Agency)

III. Outcomes/Objectives:

- * To increase motorist and general public awareness of hazards of red light offenses
- * To increase perception of aggressive enforcement
- * To increase public's compliance with traffic control devices

IV. Effects of Reduction or Termination of These Funds:

If funds were reduced or terminated before the campaign is complete, the impact would be reduce impact of Objectives/Outcomes described in PART III above.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Yr./Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved By
Grant Amount			27,683			
Personnel						
Equipment						
*Contract Svc.						
Mat. & Supp.			2,500			
Facilities/Space						
Other			2,500			
Indirect Costs			2,766			

VI. Data Processing

(costs included above)

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VII. Personnel

F/T Civil Service						
P/T Civil Service						
Contractual			19,917			

Source(s) of non-grant funding for salaries of Civil Service employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, How?

*VIII. Contractual Services: Open Bid _____ Sole Source xx (if sole source, attach Request for Exemption Form)

We would modify an existing DPH contract with Maureen O'Rorke Public Relations and Advertising firm to provide the contractual services included in the grant application.

Item 1h - File 242-95-3

Department: Commission on the Status of Women (COSW)

Item: Resolution authorizing the Commission on the Status of Women to apply for funds available from the United States Department of Education Women's Educational Equity Act (WEEA) Program for a gender equity education program implementation grant.

Grant Amount: \$300,000

Grant Period: October 1, 1995 through September 30, 1998 (three years)

Source of Funds: United States Department of Education Women's Educational Equity Act (WEEA) Program

Project: Gender Equity Education Program

Description: The purpose of the proposed grant is to (1) design and implement a curriculum in the San Francisco Unified School District for all Junior High School and High School youth on the subjects of sexual harassment and violence towards women, (2) design and implement a curriculum in the San Francisco Unified School District for Junior High School and High School girls which will teach them the value of economic independence through entrepreneurship, (3) train teachers to present these curriculums, (4) design and implement a leadership program for parents, so that parents (primarily non-English speakers) will develop a stronger connection to the school and the academic progress of their children, and (5) develop collaborations with private companies and non-profit organizations, in order to enhance the proposed curriculums, and to present role models to the Junior High School and High School girls.

Memo to Government Efficiency and Labor Committee
August 8, 1995 Government Efficiency and Labor Committee Meeting

Budget:	Year 1	Year 2	Year 3	Total
Personnel	\$27,100	\$27,100	\$27,100	\$81,300
Fringe Benefits	6,233	6,233	6,233	18,699
Travel	500	500	500	1,500
Supplies	3,000	2,500	1,500	7,000
Consultants	65,000	65,000	28,000	158,000
Other	<u>1,500</u>	<u>1,200</u>	<u>801</u>	<u>3,501</u>
Total Direct				
Costs	\$103,333	\$102,533	\$64,134	\$270,000
Indirect Costs	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>30,000</u>
Total	\$113,333	\$112,533	\$74,134	\$300,000

Required Match: None

Indirect Costs: \$30,000 (10% of total grant)

Comments:

1. The Department's Grant Summary Request Form is attached.
2. The COSW has completed a Disability Access Checklist, which is on file with the Clerk of the Board's Office.
3. Ms. Sonia Malara, Director of COSW, advises that in order to coordinate the proposed grant project, an existing staff member would be assigned to the project on a limited basis, and a part-time clerical position would be hired. Ms. Malara advises that consultants would be hired to design and present the curriculums, as well as to train teachers to present the curriculums. Ms. Malara advises that additional budget detail will be provided when the COSW requests Board of Supervisors approval to accept and expend the proposed grant.

Recommendation: Approve the proposed resolution.

File Number _____

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Commission on Status of Women

Contact Person: Sonia Melara Telephone: (415) 821-9092

Project Title: "Creating A More Equal Curriculum for San Francisco Schools

Grant Source: Department of Education Women's Educational Equity Act Program

Proposed (New / Continuation) Grant Project Summary:

The San Francisco Commission on the Status of Women (COSW) in collaboration with, the San Francisco Unified School District (SFUSD), existing community programs and other community business/professional associations and organizations proposes to implement a curriculum that will assist school personnel, parents and students to deal with some of the major problems confronted by girls in achieving equality. The curriculum will consist of training middle and high school students and their teachers in the areas of violence, sexual harassment, business/employment development. Parents, teachers, students and the community will work together as peers to reinforce the curriculum. Specifically, the project will: 1) institutionalize in middle and high schools a curriculum in gender equity to help eliminate sexual harassment and violence, as well as to promote equal access to economic opportunities for girls; 2) train teachers and students to become trainers, and peer counselors; 3) develop strong parent participation; and 4) Establish strong collaboration and role models from the private and public sectors.

Amount of Grant Funding Applied for: \$300,000 for 3 years

Maximum Funding Amount Available: \$310,000 for up to four years

Required Matching Funds: 0

Number of Positions ~~Created and~~ Funded: 1.25 FTE and 1.5 FTE (Existing Positions)

Amount to be Spent on Contractual Services: \$158,000

Will Contractual Services be put out to Bid? Yes

Grant Application Information Form
Page 2

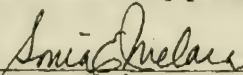
Term of Grant: 36 months

Date Department Notified of Available funds: June 1995

Application Due Date: July 24, 1995

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

- (a) Assisting educational agencies and institutions to implement policies and practices to comply with title IX of the Education Amendments of 1972;
- (b) Training for teachers, counselors, administrators, and other school personnel, especially preschool and elementary school personnel, in gender-equitable teaching and learning practices;
- (c) Leadership training for women and girls to develop professional and marketable skills to compete in the global marketplace, improve self-esteem, and benefit from exposure to positive role models;
- (d) School-to-work transition programs, guidance and counseling activities, and other programs to increase opportunities for women and girls to enter a technologically demanding workplace and, in particular, to enter highly skilled, high-paying careers in which women and girls have been underrepresented;
- (e) Enhancing educational and career opportunities for those women and girls who suffer multiple forms of discrimination, based on sex and on race, ethnic origin, limited-English proficiency, disability, socioeconomic status, or age;
- (f) Assisting pregnant students and students rearing children to remain in or to return to secondary school, graduate, and prepare their preschool children to start school;
- (g) Evaluating exemplary model programs to assess the ability of such programs to advance educational equity for women and girls;
- (h) Introduction into the classroom of textbooks, curricula, and other materials designed to achieve equity for women and girls;
- (i) Programs and policies to address sexual harassment and violence against women and girls and to ensure that educational institutions are free from threats to the safety of students and personnel;
- (j) Nondiscriminatory tests of aptitude and achievement and of alternative assessments that eliminate biased assessment instruments from use;
- (k) Programs to increase educational opportunities, including higher education, vocational training, and other educational programs for low-income women, including underemployed and unemployed women, and women receiving Aid to Families with Dependent Children benefits;
 - (l) Programs to improve representation of women in educational administration at all levels
 - (m) Planning, development, and initial implementation of--
 - (i) Comprehensive institution- or districtwide evaluation to assess the presence or absence of gender equity in educational settings;
 - (ii) Comprehensive plans for implementation of equity programs in State and local education agencies and institutions of higher education, including community colleges; and
 - (iii) Innovative approaches to school-community partnerships for educational equity.



Department Head Approval

Item 2 - File 93-95-35.1

- Department:** Department of Human Resources
- Item:** Ordinance implementing the provisions of an amendment to the Memorandum of Understanding (MOU) between the International Federation of Professional and Technical Engineers, AFL-CIO, Local 21 and the City and County of San Francisco.
- Description:** The proposed ordinance would amend the existing MOU between the City and Local 21 to add a Letter of Agreement regarding the selection of arbitrators for future potential arbitration sessions. Future arbitration sessions may be necessary under a provision in the existing MOU which allows for the re-opening of certain economic issues during the term of the MOU, which is through June 30, 1997.
- As required by the Charter, if the City and a union cannot agree on an MOU through a collective bargaining process, the issues in dispute are submitted to a panel of three arbitrators whose decision is binding on both parties.
- The panel of three arbitrators consists of one appointed by the City, one appointed by the union, and one neutral third arbitrator, who serves as the panel Chair, appointed by mutual agreement. The proposed amendment provides that, in the choice of the neutral third arbitrator, both the City and the union may have one "pre-emptory challenge" of an arbitrator, meaning both the City and the union may reject one proposed arbitrator without cause. If such a challenge is exercised, the City and the union will attempt to reach mutual agreement on another arbitrator, and if they still cannot agree, a list of arbitrators will be generated from nominations by the City and union and an arbitrator will be selected from that list by the City and the union each striking off names until one remains.
- Comments:** The proposed amendment would not change the wages or benefits under the existing MOU as previously approved by the Board of Supervisors for City employees represented by Local 21, and would have no fiscal impact on the City.
- Recommendation:** Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Item 3 - File 104-95-1

- Department:** Human Resources Department (HRD)
Civil Service Commission
- Item:** Hearing to consider Human Resources Department (HRD) report completed for the Civil Service Commission dated July 26, 1995, concerning Salary and Survey and Certification of Wage Schedules for Transit Operators pursuant to Charter Section 8.404 for fiscal year 1995-96.
- Description:** Section 8.404 of the Charter provides that wages for Municipal Railway platform operators not exceed the average of the two highest rates found in the HRD survey of wage rates and fringe benefits paid to transit operators in street railway and bus systems in the United States operating primarily within municipalities with a population of not less than 500,000 and normally employing not less than 400 operators. (See Attachment for the result of this survey).
- In prior years, this Charter Section has been approved by the Board of Supervisors to provide that the wages for MUNI platform operators are set no higher than the average of the two highest rates found in the survey.
- However, Proposition F, the Charter Amendment approved by San Francisco voters in November, 1994, froze wages, other economic benefits and other forms of compensation for transit operators, police officers, firefighters and airport police for one year (FY 1995-96). Therefore, as a result of Proposition F, there will be no increase in the wages, benefits and other forms of compensation for transit operators for FY 1995-96. As of the writing of this report, no agreement has been reached regarding the amount of the wage increase for subsequent fiscal years. However, the highest average salaries are still being transmitted to the Board of Supervisors, consistent with Section 8.404 of the Charter.
- As the Attachment to this report shows, the survey of transit districts completed by the Department of Human Resources found that the highest transit wages are paid by the Massachusetts Bay Transportation Authority and the Santa Clara County Transit Agency. The current average of the wages paid by these two districts is \$18.90 per hour. This wage compares to the current MUNI wage rate of \$18.58 per hour and represents a rate of \$0.32 per hour or approximately 1.72 percent more than the existing MUNI rate. In addition, the survey completed by the Department of Human Resources notes that the wage rate for the

Massachusetts Bay Transportation Authority is scheduled for an increase to \$19.37 beginning January 1, 1996, and the Santa Clara County Transit District is scheduled for a further increase to \$19.21 effective February 1, 1996 so that the average hourly rate for the two districts will be \$18.90 on July 1, 1995, and \$19.29 on February 1, 1996. The latter rate is \$0.71 per hour or approximately 3.8 percent higher than the existing MUNI hourly wage rate of \$18.58.

In addition, applying the same percentage increase of 1.72 percent beginning July 1, 1995 for Santa Clara County Transit District and the Massachusetts Bay Transportation Authority to the current MUNI average trainee rate of \$11.59 per hour, results in the average highest trainee rate of \$11.79 per hour as of July 1, 1995, with an average of \$12.03 per hour effective February 1, 1996, or a percentage increase of 3.8 percent over the current trainee rate of \$11.59 per hour.

Comments:

1. According to Ms. Tanya Smith of the Human Resources Department (HRD), the Employee Relations Division of HRD and representatives from the Transport Workers Union (TWU) have begun negotiations for a new employment agreement. As of the writing of this report, the terms and the methodology for setting wages have not yet been determined. Therefore, although Proposition F froze wages, economic benefits and other forms of compensation for transit operators for FY 1995-96, the additional cost to the City after FY 1995-96 depends upon the outcome of the pending agreement between the City and the TWU.

2. In FY 1994-95, the Board of Supervisors approved a MUNI wage increase (File 104-94-1.1) that increased the hourly rate from \$17.99 per hour to the current hourly rate of \$18.58 an hour for MUNI transit operators, and from \$11.33 per hour to \$11.59 per hour for MUNI trainees, resulting in an estimated annual increased cost of approximately \$2.7 million for FY 1994-95.

3. Proposition F also provides that, with approval by the Mayor and the Board of Supervisors, employee organizations, including the Transport Workers Union, may elect to set transit operator wages based upon collective bargaining, rather than having wages set based on Section 8.404 of the Charter (that provides that transit operators' wages not exceed the average of the two highest rates found in the HRD survey). However, as noted above, an agreement is currently being negotiated, and therefore, the methodology for setting wages for subsequent fiscal years beginning in FY 1996-97,

has not been decided as of the writing of this report. Any wage increase for MUNI transit operators would be subject to separate legislative approval by the Board of Supervisors.

4. According to Mr. Geoff Rothman of the HRD, the report completed by the HRD concerning transit operator salaries certifies and notifies the Board of Supervisors of the highest average salaries, but this report does not require the Board of Supervisors to take any legislative action at this time. Mr. Rothman indicates that only the formal agreement between the City and the TWU will require legislative action by the Board of Supervisors.

TRANSIT OPERATOR SURVEY
JULY 1, 1995

CITY	OPERATORS	TRANSIT COMPANY	HOURLY RATE		
			7/1/95	1/1/96	2/1/96
SAN FRANCISCO, CA	1833	S.F. PUBLIC TRANSPORTATION DEPT.	18.58		
BOSTON, MA	2380	MASSACHUSETTS BAY TRANS. AUTHORITY	19.09	19.37	
SAN JOSE, CA	950	SANTA CLARA COUNTY TRANSIT AGENCY	18.70		19.21
LOS ANGELES, CA	3855	LOS ANGELES COUNTY METROPOLITAN TRANSIT AUTHORITY	18.75		
WASHINGTON, DC	2478	WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY	18.35		
SEATTLE, WA	1813	MUNICIPALITY OF METROP. SEATTLE	17.75		
PITTSBURGH, PN	1540	PORT AUTHORITY OF ALLEGHENY COUNTY	17.06		
BALTIMORE, MD	1298	MARYLAND MASS TRANSIT ADM.	16.275		
SAN DIEGO	604	SAN DIEGO TRANSIT CORPORATION	16.23		
PHILADELPHIA, PA	3027	SOUTHEASTERN PENNSYLVANIA TRAN.AUT.	16.1340		
CLEVELAND, OH	1147	GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY	16.09		
COLUMBUS, OH	416	CENTRAL OHIO TRANSIT AUTHORITY	16.04		
MILWAUKEE, WI	921	MILWAUKEE COUNTY TRANSIT SYSTEM	15.66		
MEMPHIS, TN	291	MEMPHIS AREA TRANSIT AUTHORITY	15.01		
DENVER	1039	REGIONAL TRANSPORTATION DISTRICT	14.45		
HOUSTON, TX	1400	METROPOLITAN TRANSIT AUTHORITY	13.88		
DETROIT, MI	918	DETROIT DEPARTMENT OF TRANS.	12.605		

Item 5 and 6 - File 82-95-2 and 82-95-3

Department: Real Estate Department
Airports Commission

Items: Item 5, File 82-95-2 - Resolution authorizing the final payment for noise easements to the South San Francisco School District.

Item 6, File 82-95-3 - Resolution authorizing the final payment for noise easements to the Millbrae School District.

Amount:

File 82-95-2	\$551,419.30
File 82-95-3	<u>138,199.35</u>
TOTAL	\$689,618.65

Source of Funds: Airports Commission's FY 1994-95 operating budget

Description: The San Francisco International Airport's Noise Easement Acquisition Program consists of providing insulation to private residences and schools in cities that are located near the San Francisco Airport. The proposed resolutions would authorize final payments from the Airports Commission for the purchase of noise easements from the Millbrae School District and the South San Francisco Unified School District. The cost of the easements is based on the cost of installing noise insulation to school district buildings in the effected areas.

The San Francisco International Airport's Noise Easement Acquisition Program allows the Airports Commission to pay up to 20 percent of the total costs of the noise abatement work, so long as the amount does not exceed a previously agreed upon ceiling. Under this procedure, the Airports Commission established the ceilings for projects related to each school district. Actual expenditures must be approved by the Airports Commission and the Board of Supervisors.

The school districts would pay the remaining costs of the noise abatement work with approximately 80 percent of the project funding obtained from Federal Aviation Administration funds. Once purchased, the noise easements would remain in effect for 20 years.

These easements were negotiated independently of a 1992 Master Plan Memorandum of Understanding (MOU) between the Airport and the Airport's neighboring cities. A grant

proposal related to that MOU is the subject of Item 1b, File 27-95-13 of this report.

File 82-95-2

On August 2, 1993 the Board of Supervisors approved a resolution (File 82-93-2) authorizing an initial payment of \$68,580.70 for phase 1 of noise abatement work at the South San Francisco High School. The proposed resolution would authorize a second and final payment of \$551,419.30 to the South San Francisco School District for the purchase of a noise easement. The easement results from the noise insulation work performed on the South San Francisco High School which was completed on March of 1995 at a total cost of \$4,374,717. The proposed resolution would bring the total payments to the South San Francisco Unified School District for the purchase of a noise easement to \$620,000, or 14.2 percent of the total cost of \$4,374,717. The \$620,000 total payment matches a funding ceiling for this project approved by the Airports Commission in June of 1992.

File 82-95-3

In March of 1994, an initial payment of \$132,323 was made by the Airport Commission for noise abatement work at the Millbrae Middle School's Taylor Middle School (File 82-94-3). The proposed resolution would authorize a second and final expenditure of \$138,199.35 for the purchase of an additional noise easement from the Millbrae School District. The additional easement results from noise abatement work performed on the Spring Valley Middle School, which was completed on March of 1995. Under the proposed resolution, the Airports Commission would pay 20 percent of the total cost of approximately \$690,995 for the Spring Valley Middle School noise insulation work, or \$138,199.35.

Comments:

1. Under the proposed resolutions, the costs to the City of acquiring the above noted noise easements is \$551,419.30 (File 82-95-2) for the South San Francisco Unified School District and \$138,199.35 (File 82-95-3) for the Millbrae School District. Mr. Marvin Ellis of the Airports Commission advises that these funds were included in the Airport's FY 1994-95 operating budget for the Airport's Noise Easement Acquisition Program and carried over to the FY 1995-96 operating budget.

2. The City Attorney's Office has previously reported that the purchase of noise easements enables the City to comply with State legal requirements and should result in eliminating costs to defend against noise-related small claims lawsuits.

5. In summary, the proposed resolutions would authorize final payments of \$551,419.30 (File 82-95-2) to the South San Francisco Unified School District and \$138,199.35 (File 82-95-3) to the Millbrae School district for the purchase of noise easements. The payments are in accordance with the San Francisco International Airport's Noise Easement Acquisition Program which allows the Airport Commission to pay up to 20 percent of the total cost of noise abatement work, so long as the amount does not exceed a pre-determined ceiling.

Recommendation: Approve the proposed resolutions.

Item 7 - File 106-95-9

Department: Municipal Court

Item: Ordinance setting schedules of compensation and other economic benefits for certain classifications of persons employed by the Municipal Court for the City and County of San Francisco for FY 1995-96.

Description: The proposed ordinance would fix compensation and other economic benefits for nine classifications of persons employed by the Municipal Court, and would fix benefits only for an two additional classifications, for FY 1995-96. The proposed ordinance, which relates to employees who are not represented by an employee organization, would be adopted pursuant to California Government Code Section 74504.5, and would establish conditions of employment and methods of payment.

The Municipal Court employees covered by the proposed ordinance are management personnel. Their classifications are as follows (Item 8, File 106-95-10 pertains to non-management Municipal Court personnel):

<u>Classification</u>	<u>Current No. of Positions</u>
210 Clerk-Administrator	1
220 Chief Deputy	2
221 Executive Assistant	1
222 Training Officer	1
223 Court Fiscal Officer	1
225 Criminal Courts Calendar Coordinator	1
230 Division Chief	3
240 Court Program Analyst Manager	1
242 Court Computer System Director	1
215 Bail Commissioner (benefits only)	1
255 Court Commissioner (benefits only)	3
Total	16

Municipal Court compensation schedules have historically been set as part of the Annual Salary Ordinance for the City and County of San Francisco. However, voter approval of Proposition F in November of 1994 has led to collective bargaining agreements covering most City employees. The proposed ordinance would cover unrepresented management classifications in the Municipal Court. The provisions of the proposed ordinance have been modeled after the City's Memorandum of Understanding (MOU) with the

Management Executives Association (MEA). The proposed ordinance states that the Board of Supervisors would ratify action previously taken, as the wage increase and certain other provisions would be applied retroactively to July 1, 1995.

Wage Increases

In recognition of the FY 1994-95 wage freeze for management employees, covered employees in the above-listed classifications would receive a one-time payment representing 1 percent of the highest base salary earned during the 1994-95 fiscal year. (Employees who were employed by the City for only part of FY 1994-95 would receive a pro-rated payment.)

In addition to the one-time payment, the wages of the classifications of employees listed above (with the exception of Bail and Court Commissioners, whose wages are set by the State) would be increased as follows:

Percentage Increase

1.0%
an additional 1.0%

Effective Date

retroactive to July 1, 1995
January 1, 1996

Administrative Leave

As of July 1, 1995, employees in these classifications would no longer have the right to accrue compensatory time off. These employees would forfeit all accrued compensatory time off balances in excess of 240 hours. They could use up to 240 hours of compensatory time off accrued prior to July 1, 1995 during FY 1995-96. Unused compensatory time off remaining at the end of FY 1995-96 would be forfeited.

Each full time employee in these classifications may receive up to five days of administrative leave per year, regardless of the actual amount of overtime they work (that is, even if they work no overtime), subject to the approval of the Clerk Administrator. This administrative leave could not be carried over into subsequent years or cashed out.

Flexible Benefit Package

Under the proposed ordinance, the City would contribute the following amounts toward a flexible benefit package for covered employees:

Monthly Benefit Contribution

\$75
an additional \$75 (total of \$150)

Effective Date

October 1, 1995
October 1, 1996

The flexible benefit package would include dependent health care, Dependent Care Assistance Program (DCAP), which is a benefit related to child care, disability insurance, term life insurance and other life insurance, accident insurance and other authorized mutually agreed benefits. Specific plan design would, under the proposed ordinance, match the plan implemented for members of the MEA. Each of the covered employees would select the type of benefits he or she wished to receive under the package.

The Budget Analyst notes that the second increase of \$75 in the flexible benefit contribution is scheduled to be implemented on October 1, 1996, which is after the close of FY 1995-96. Therefore this provision should be removed from the proposed ordinance, and included in the FY 1996-97 compensation ordinance for these employees.

Retirement Pickup

The City would pick up portions of the employee's 7.5 to 8 percent retirement contributions as follows:

Percent of Employee
Retirement Contribution
to be Picked Up

by City

1.5%

3.0%

Period

October 1, 1995 through March 31, 1996

April 1, 1996 through June 30, 1996

Under the proposed ordinance, members of the San Francisco Employees Retirement System (SFERS) who have opted to join reduced rate retirement plans would receive the cash equivalent of the pickup.

Estimated Cost of Salary and Benefits Increases

The increased annual costs to the City for the provisions listed above, as estimated by the Controller's Office, are as follows:

<u>Provision</u>	<u>Fiscal Year 1995-96 Cost</u>	<u>Ongoing Annual Costs</u>
One-Time Salary Payment	\$6,850	\$0
Salary Increases	10,308	13,727
Flexible Benefit Allowance*	5,400	7,200
Retirement Pickup	<u>9,087</u>	<u>18,173</u>
TOTAL ESTIMATED COSTS	\$31,645	\$39,100

*Based on FY 1995-96 increase only. (See explanation of Flexible Benefit Package.)

Comments:

1. Mr. Gordon Park-Li of the Municipal Court advises that the proposed ordinance has been approved by a majority of the Judges of the Municipal Court. California Government Code Section 74504.5 states that "Rates of compensation of all court personnel provided by this article may be adjusted by joint action and approval of the Board of Supervisors and a majority of the judges of the court."
2. The Municipal Court has historically granted all employees, including management personnel, comparable salary and benefits adjustments to those received by the City classification of 1424 Clerk Typist, which is represented by the SEIU. However, when the Municipal Court proposed compensation adjustments for FY 1994-95 (File 106-95-5), the Budget Analyst stated that "...it is inappropriate to benchmark management positions to the classification of a 1424 Clerk Typist...The Court's management positions should more appropriately be benchmarked to comparable positions represented by either the Municipal Executives Association (MEA) or other bargaining units representing professional workers." The proposed ordinance would, for the first time, model compensation for Municipal Court management personnel after the MEA MOU.
3. Approval of the proposed ordinance would retroactively increase salary and benefits, according to the schedules shown above.
4. The Budget Analyst concurs with the Controller's estimates of the increased salaries and benefits costs identified in the proposed ordinance.

Recommendations:

1. Amend the proposed ordinance to delete reference to an additional \$75 per month increase in the City's contribution toward a flexible benefits package for covered employees, which is scheduled for implementation as of October 1, 1996. Such an increase should be included in the FY1996-97 compensation ordinance for the covered employees since the proposed ordinance only pertains to FY 1995-96.
2. Approval of the proposed ordinance, as amended, is a policy matter for the Board of Supervisors.

Item 8 - File 106-95-10

Department: Municipal Court

Item: Ordinance setting schedules of compensation and other economic benefits for certain classifications of persons employed by the Municipal Court for the City and County of San Francisco for FY 1995-96.

Description: The proposed ordinance would fix compensation and other economic benefits for 22 classifications of persons employed by the Municipal Court, and would fix benefits only for an additional classification, for FY 1995-96. The proposed ordinance, which relates to employees who are not represented by an employee organization, would be adopted pursuant to California Government Code Section 74504.5, and would establish conditions of employment and methods of payment.

The Municipal Court employees covered by the proposed ordinance are as follows (Item 7, File 106-95-9 of this report pertains to Municipal Court management personnel):

<u>Classification</u>	<u>Current No. of Positions</u>
243 Court Traffic Systems Programmer	2.0
244 Court Traffic Senior Application Programmer	1.0
246 Court Application Programmer	1.0
248 Court Technical Writer	1.0
248 Court Technical Programmer	1.0
260 Legal Advisor	1.5
270 Assistant Division Chief	6.0
273 Assistant System Coordinator	1
275 Assistant Fiscal Officer	1
278 Assistant Court Program Analyst Manager	0.5
280 Deputy Clerk	34.0
285 Executive Secretary	1.0
287 Administrative Secretary	1.0
289 Personnel and Payroll Clerk	1.0
290 Deputy Clerk	22.0
293 Interpreter Coordinator	1.0
297 Deputy Clerk	1.0
320 Deputy Clerk	27.0
330 Deputy Clerk	65.0
342 Information Clerk Supervisor	1.0
340 Information Clerk	2.0
360 Deputy Clerk	3.0
350 Court Reporter (benefits only)	<u>20.0</u>
Total	195.0

Municipal Court compensation schedules have historically been set as part of the Annual Salary Ordinance for the City and County of San Francisco. However, voter approval of Proposition F in November of 1994 has led to collective bargaining agreements covering most City employees. The proposed ordinance would cover the above-listed unrepresented classifications in the Municipal Court. The provisions of the proposed ordinance have been modeled after the City's Memorandum of Understanding (MOU) with the Service Employees International Union (SEIU) Local 790. The proposed ordinance states that the Board of Supervisors would ratify action previously taken, as the wage increase and certain other provisions would be applied retroactively to July 1, 1995.

Wage Increases

The wages of the classifications of employees listed above (with the exception of Court Reporters, whose wages are set by the State) would be increased as follows:

Percentage Increase

1.0%
an additional 1.0%

Effective Date

retroactive to July 1, 1995
January 1, 1996

Dependent Health Care Insurance Premium Pickup

The City would pick up \$150 of the above-listed employees' monthly payments for health care insurance coverage for their dependents, retroactive to July 1, 1995.

Retirement Pickup

The City would pick up portions of the employee's 7.5 to 8 percent retirement contributions to the San Francisco Employees Retirement System or the State Public Employees Retirement System (PERS) as follows:

Percent of
Employee Contribution

Pickup

4.0%
5.5%

Period

July 1, 1995 through December 31, 1995
January 1, 1996 through June 30, 1996

Estimated Cost of Salary and Benefits Increases

The increased annual costs to the City for the provisions listed above, as estimated by the Controller's Office, are as follows:

<u>Provision</u>	<u>Fiscal Year 1995-96 Cost</u>	<u>Ongoing Annual Costs</u>
Salary Increases	\$142,702	\$190,269
Dependent Health Pickup	91,350	91,350
Retirement Pickup	<u>143,151</u>	<u>204,502</u>
TOTAL ESTIMATED COSTS	\$377,203	\$486,121

Comments:

1. Mr. Gordon Park-Li of the Municipal Court advises that the proposed ordinance has been approved by a majority of the Judges of the Municipal Court. California Government Code Section 74504.5 states that "Rates of compensation of all court personnel provided by this article may be adjusted by joint action and approval of the Board of Supervisors and a majority of the judges of the court."

2. Approval of the proposed ordinance would retroactively increase salary and benefits, according to the schedules shown above.

3. The Budget Analyst concurs with the Controller's estimates of the increased salaries and benefits costs identified in the proposed ordinance.

4. As noted above, the provisions of the proposed ordinance for unrepresented employees have been modeled after the City's Memorandum of Understanding (MOU) with SEIU Local 790. The proposed ordinance covers compensation for most Municipal Court employees, with the exception of management personnel. (See Item 7, File 106-95-9 of this report for the proposed ordinance related to compensation for management personnel of the Municipal Court.)

The Budget Analyst notes that the Municipal Court and the Superior Court are continuing to use divergent methods for fixing compensation and benefits of their employees.

The Superior Court has modeled compensation for its unrepresented employees on various City MOUs covering management (Municipal Executives Association), attorneys (Municipal Attorneys Association), counselors (SEIU Local 535) and management information systems personnel (SEIU Local 21); (Files 106-95-3, 106-95-4 and 106-95-7). Ms. Kate Harrison of the Superior Court advises that this policy is

consistent with the Superior Court's long-standing practice of using salary benchmark surveys to establish compensation based on comparable positions.

Mr. Park-Li advises that, in contrast to the Superior Court, it has been the long-standing practice of the Municipal Court to grant all employees comparable salary and benefits adjustments to those received by the City classification of 1424 Clerk Typist, which is represented by the SEIU. For the first time, the Municipal Court is proposing to use the Municipal Executives Association (MEA) MOU as a benchmark for management personnel (see File 106-95-9 of this report). However, all other positions in the Municipal Court, ranging from Legal Advisors to Deputy Clerks, are covered by this proposed ordinance, and would remain tied to the SEIU Local 790 MOU.

Although the Budget Analyst acknowledges the complications involved in reconciling two different personnel systems, in our professional judgment the Municipal and Superior Courts should attempt, in the future, to have compensation packages for comparable employees in the two Courts be based on the same methodology, in order to facilitate efficient exchanges of personnel in line with court consolidation goals.

Recommendations: 1. Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Item 9 - File 172-95-33

Department: Juvenile Probation Department

Item: Resolution authorizing the Chief Probation Officer to renew a contract for fiscal year 1995-96 between the City and County of San Francisco, Juvenile Probation Department, and the County of Santa Clara, Santa Clara County Probation Ranches, to provide for the placement of female juveniles.

Amount: Per diem rate of \$114 per juvenile per day

Term: August 1, 1995 through June 30, 1996 - (See Comment No. 4)

Source of Funds: General Fund, included in Juvenile Probation's FY 1995-96 budget

Description: The proposed resolution would authorize the Juvenile Probation Department to renew a contract with the County of Santa Clara, Santa Clara County Probation Ranches, for the placement of female juveniles at the Muriel Wright Residential Center. This facility provides residential housing, schooling, counseling, and other services for female juveniles under the age of 18.

The proposed contract would be the second year that the Department has entered into a contract with Santa Clara County Probation Ranches. Ms. Judith Griffin of the Juvenile Probation Department advises that without the proposed contract with Santa Clara County, the Judge of the Juvenile Court has only the option of sending females (a) back home, (b) to a group home, or (c) to the California Youth Authority located in Sacramento, whether or not such placement is appropriate. As such, the Juvenile Probation Department requests that the proposed contract services be renewed with Santa Clara County in order to provide another alternative for placement in the event that the aforementioned placements are not suitable. According to Ms. Griffin, the proposed contract services will assist in bringing the placement alternatives available to female juveniles more in line with the placement alternatives currently available to the male juveniles who have Log Cabin Ranch in LaHonda as an alternative placement option.

Comments: 1. Ms. Griffin advises that the payment per diem rate of \$114 per juvenile per day is a standard rate based upon Santa Clara County's actual cost to house one juvenile per day. The rate of \$114 is the same rate charged in fiscal year 1994-95.

2. Ms. Griffin advises that due to a space shortage in FY 1994-95 at the Muriel Wright Residential Center, the City has not, as yet, had the opportunity to place a female juvenile in this facility. Ms. Griffin also advises that the total amount of the proposed contract cannot be determined due to the uncertainty of the number of female juveniles who would be placed at this facility in FY 1995-96. Ms. Griffin anticipates that because the female juvenile population is small and the availability of space at the Muriel Wright Residential Center is limited, fewer than five female juveniles would be placed at the proposed facility annually, at an estimated maximum cost of \$208,050 (5 juveniles x 365 days x \$114 per day). Juvenile Probation's FY 1995-96 budget includes \$390,000 of funding for the purpose of the County of Santa Clara, Santa Clara County Probation Ranches contract and other anticipated expenditures for juvenile detainees.

3. The proposed contract contains an indemnification clause which stipulates that both the City and Santa Clara County would be held harmless from and against all claims, demands, actions, cause of actions, losses, damages, liabilities, costs and expenses, including attorney fees arising out of any willful or negligent acts by either indemnifying party. The indemnification clause also states that the City and County of San Francisco shall reimburse Santa Clara County for any personal injury or damage to property due to malicious, intentional and/or negligent acts of a San Francisco County juvenile cared for at the Santa Clara County Muriel Wright Residential Center.

Ms. Susan Frankel of the City Attorney's Office advises that the proposed hold harmless provision does not place the City at undue risk and that it is reasonable for the City to enter into the proposed hold harmless provision as it is written.

4. The proposed resolution states that the contract with Santa Clara County will commence on or about July 1, 1995. However, the Department reports that the actual start date is August 1, 1995. As such, the proposed resolution should be amended to reflect a new start date of August 1, 1995 instead of July 1, 1995.

5. As previously noted above, the effective date of the proposed contract is August 1, 1995. As such, the proposed resolution should be amended to authorize the San Francisco Juvenile Probation Department and Santa Clara County Probation Ranches to contract for the placement of female juveniles retroactively.

- Recommendations:**
1. Amend the proposed resolution to reflect that the new effective date for the proposed contract is August 1, 1995 instead of July 1, 1995.
 2. Amend the proposed resolution to authorize the San Francisco Juvenile Probation Department and Santa Clara County Probation Ranches to contract for the placement of female juveniles retroactively.
 3. Approve the proposed resolution, as amended.

Item 10 - File 172-95-34

- Department:** Juvenile Probation
- Item:** Resolution authorizing the Chief Probation Officer of the Juvenile Probation Department to renew a contract with California Youth Authority for diagnostic and treatment services and temporary detention not to exceed 90 days; providing for ratification of action previously taken.
- Amount:** \$3,450 per month per juvenile, or 1/30 of that amount (approximately \$115) per day per juvenile for stays not to exceed 90 days.
- Source of Funds:** General Fund, included in Juvenile Probation's FY 1995-96 budget request
- Contract Period:** Retroactive from July 1, 1995 through June 30, 1996
- Description:** The proposed resolution would authorize the renewal of a contract with the California Youth Authority (CYA), located in Sacramento, for diagnostic, treatment and temporary detention services related to juveniles.
- Any Juvenile Court Judge may request that a youth receive an evaluation at CYA prior to determining the appropriate disposition of the youth's case. A youth receiving such diagnostic, treatment and temporary detention services would be housed at CYA for a period not to exceed 90 days. When the CYA evaluation is completed, the youth would return to the Juvenile Probation Department. The Presiding Juvenile Court Judge would then review the CYA evaluation and determine the appropriate disposition of the case.
- Comments:**
1. The Juvenile Probation Department reports that the Department has contracted with CYA for diagnostic, treatment, and temporary detention services since July 1, 1984. The proposed contract would be the eleventh year of an on-going contract.
 2. The per placement cost of diagnosis and treatment at CYA facilities is a standard rate established by the State for all Juvenile Courts in California. Mr. Ace Tago of the Juvenile Probation Department states that the City does not have an opportunity to negotiate with the State regarding the rate charged. The State has increased the rate per juvenile per day for CYA facilities by approximately three percent, or \$3 per day, from \$112 per day in FY 1994-95 to \$115 per day in FY 1995-96.

3. The amount spent on this contract depends on the number of juveniles and the duration of each juvenile's stay at the CYA facility. The Juvenile Probation Department reports that the Department has no control over the number of juveniles which the Juvenile Courts order to the CYA facilities. Mr. Tago reports that the Department's actual expenditures for CYA services for FY 1994-95 as of May 31, 1995 were approximately \$58,128 (519 days at \$112 per day per juvenile, or \$3,360 per month). Mr. Tago indicates that \$390,000 is allocated in the FY 1995-96 budget for all services related to the maintenance of minors, including CYA services.

Recommendation: Approve the proposed resolution.

Item 11 - File 172-95-35

Department: Department of Social Services (DSS)

Item: Resolution authorizing the Department of Social Services to retroactively enter into a Memorandum of Understanding (MOU) with the California State Department of Social Services (SDSS), Statewide Automated Welfare System (SAWS) Branch for purposes of DSS loaning an employee to the State for a two-year period, retroactive from March 1, 1995 through February 28, 1997.

Description: The proposed MOU, between the DSS and the SDSS, would authorize the DSS to loan a City DSS employee to the State DSS to serve as an Associate Information Systems Analyst for a two-year period, retroactive from March 1, 1995 through February 28, 1997. Under the terms of the proposed MOU, the State DSS would reimburse the City 100 percent of the City DSS employee's salary and related costs.

Mr. Walter Maciak Senior Administrative Analyst of the DSS reports that the DSS employee on loan with the State is one of a number of employees on loan to the State from various local jurisdictions throughout the State to assist in the development and implementation of the State's planned Statewide Automated Welfare System (SAWS), an on-line computer network system. According to Mr. Maciak, SAWS will enable social services staff in local jurisdictions to process welfare eligibility applications through an on-line system directly linked to the State, as opposed to manually processing these applications as is currently the practice. Mr. Maciak states that DSS will benefit from the proposed MOU agreement because, at the end of the two-year period, the DSS employee will be trained in the SAWS and will be able to provide the DSS with the technical expertise needed by DSS to implement the SAWS. Mr. Maciak advises that, as of the writing of this report, the State has not established a specific completion date for the SAWS.

Comments: 1. Mr. Maciak reports that the DSS anticipates that the costs for the computer equipment and software required by DSS to implement the SAWS would be shared by the State, the Federal government and the City. Mr. Maciak advises that, as of the writing of this report, DSS has no estimate of the amount that such equipment and software would cost or how much of such costs would be paid by the City.

2. As previously noted, the DSS employee was loaned to the State effective March 1, 1995. As such, the proposed resolution provides for the retroactive approval of the MOU.

Recommendation: Approve the proposed resolution.

Item 12 - File 25-95-12

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of July 25, 1995.

Department: Real Estate Department

Item: Resolution concurring with the Controller's certification that Janitorial Services for 1660 Mission Street can continue to be practically performed by private contractor for lower cost than similar work services performed by City and County employees.

Services to be Performed: Janitorial Services at 1660 Mission

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for janitorial services for FY 1995-96 at 1660 Mission Street would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City-Operated Service Costs</u>		
Salaries	\$131,135	\$154,850
Fringe Benefits	41,471	45,733
Other Costs - Window Cleaning	<u>1,300</u>	<u>1,300</u>
Total	\$173,906	\$201,883
<u>Contractual Services Cost</u>	<u>85,500</u>	<u>85,500</u>
<u>Estimated Savings</u>	<u>\$ 88,406</u>	<u>\$116,383</u>

Comments: 1. Janitorial Services at 1660 Mission Street were first certified as required by Charter Section 8.300-1 in 1994 and have been contracted out continuously since then.

2. The current two year and three month contract expires on June 30, 1996, and is with Ward's Building Maintenance, an MBE firm. According to Mr. Larry Jacobson of the Department of Real Estate, Ward's Building Maintenance was one of four bidders for the contract that began on April 1,

1994. Ward's Building Maintenance does not provide health insurance for its employees.

3. The Contractual Services Cost used for the purpose of this analysis is the current contractor's estimated cost for janitorial services for FY 1995-96 .

4. The Controller's Supplemental questionnaire with the Department's responses, including the MBE-WBE status of the contractor, is attached.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Charter 8.300-1 (Proposition J) Questionnaire

Department REAL ESTATE

For time Period FY 95-96

Contract Services Janitorial

- 1) Who performed services prior to contracting out?

Wards Building Maintenance has performed janitorial service since building completion & occupancy by City on 4/1/94.

- 2) Number of City employees laid off as a result of contracting out?

0

- 3) If the employees were not laid off as a result of contracting out, what happened to them?

NA

- 4) What percent of a City employee's time is spent on services to be contracted out?

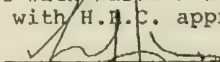
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- 5) How long have the services been contracted out?

since 4/1/94

- 6) Will contract services meet goals of MBE/WBE Ordinance?

Yes, present janitorial contract with Wards Building Maintenance was bid and awarded with H.B.C. approval.


Department Representative

Larry Jacobson
Real Property Officer

Telephone: 554-9862

Item 13 - File 25-95-16

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of July 11, 1995.

Department: Chief Medical Examiner-Coroner

Item: Resolution concurring with the Controller's certification that transcription services for the Medical Examiner's Office can be practically performed by private contractors for lower cost than similar work services performed by City and County employees.

Services to be Performed: Transcription services for the Medical Examiner-Coroner.

Description: The Controller has determined that contracting for transcription services for Fiscal Year 1995-96 will result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City-Operated Service Costs</u>		
Personnel	\$30,982	\$36,585
Fringe Benefits	<u>9,491</u>	<u>10,501</u>
Total	\$40,473	\$47,086
<u>Estimated Contract Service Cost</u>	<u>36,000</u>	<u>36,000</u>
<u>Estimated Savings</u>	\$4,473	\$11,086

Comments: 1. This would be the first time that such transcription services would be contracted out by the Medical Examiner.

2. The Chief Medical Examiner-Coroner would utilize transcription services to type autopsy and pathology reports. The \$36,000 estimated contract service cost is based on 6,000 pages of transcription at \$6 per page. Mr. Herb Hawley of the Medical Examiner's Department states that the Department obtained informal bids from three firms with which the Department of Public Health (DPH) currently contracts for a portion of DPH medical transcription services.

3. Mr. Hawley advises that the proposed resolution would result in the layoff of one of the three permanent Class 1440 Medical Transcriber Typists currently employed by the Medical Examiner. (Although four Class 1440 Medical Transcriber Typists are currently listed as authorized in the

August 8, 1995 Meeting of Government Efficiency and Labor Committee

Medical Examiner's budget, one of these positions has been TXed for a 1426 Senior Clerk Typist, leaving three filled 1440 Medical Transcriber Typist positions.)

In addition, because of a reduction in funding of salaries imposed by the Mayor in the FY 1995-96 budget, Mr. Hawley advises that the Chief Medical Examiner-Coroner plans to lay off an additional 1440 Medical Transcriber Typist, whether or not the proposed contract is approved, in order to meet budgetary constraints in FY 1995-96. For this reason, the Chief Medical Examiner-Coroner expects to reduce the production of documents so that all transcription needs can be met through the proposed contract and one remaining 1440 Medical Transcriber Typist.

Mr. Hawley states that the Medical Examiner has identified two open Medical Transcriber Typist positions in the Department of Public Health (DPH). Mr. Hawley advises that the layoff related to the proposed resolution, as well as the layoff related to meeting budgetary constraints by reducing transcription needs, could be avoided by transfer of the employees to the DPH.

However, Mr. Hawley reports that the Human Resources Department has advised him that the DPH intends to fill the open Medical Transcriber Typist positions immediately. Mr. Hawley states that, unless the proposed resolution is approved soon, it is likely that the DPH will fill the open positions with new hires. In that case, a later transfer of the Medical Transcriber Typist from the Medical Examiner to the DPH would involve the layoff of the newly hired DPH employee. Mr. Hawley states that the prompt approval of the proposed resolution could avoid such a potential layoff of a new employee.

4. Mr. Hawley states that the Medical Transcriber Typists currently type approximately 10,000 pages of autopsy and pathology reports per year, in addition to providing a range of clerical services such as answering telephones, typing reports to various State agencies, typing correspondence such as notifications of death, maintaining patient inventory cards, and responding to requests for copies of records. Mr. Hawley advises that the clerical services would be performed by the remaining 1440 Medical Transcriber Typist (who would also carry out corrections to the contracted transcription work), and a 1426 Senior Clerk Typist (the position created through the TX described above).

Mr. Hawley reports, however, that because of budget constraints, the proposed contract would be for 6,000 pages, rather than the 10,000 pages of transcription that are currently produced by the Department. Mr. Hawley advises that the Department plans to reduce transcription needs by creating condensed formats for reports and providing only check-off forms for some external examination reports.

5. The Controller's supplemental questionnaire with the Department's responses is attached.

6. Mr. Hawley states that the Medical Examiner's Office will issue an Invitation for Bids for these transcription services upon approval of the proposed resolution. Mr. Hawley states that bids from MBE/WBE firms are being actively solicited. Because the contractor has not yet been selected, it is not known whether or not the contractor will provide health insurance to employees working on the proposed contract.

7. Mr. Ruben Garcia of Service Employees International Union (SEIU), Local 790 states that SEIU is opposed to the contracting out of the Medical Examiner's transcription services.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Charter 8.300-1 (Proposition J) Questionnaire

Department Medical Examiner For time Period 07/01/1995 on

Contract Services Medical Transcription —

- 1) Who performed services prior to contracting out?
1440 Medical Transcriptionists
- 2) Number of City employees laid off as a result of contracting out?
One
- 3) If the employees were not laid off as a result of contracting out, what happened to them? We currently have one unfilled position
- 4) What percent of a City employee's time is spent on services to be contracted out?
100%
- 5) How long have the services been contracted out? This is the first time and it is a budget driven decision which will need to be extended as long as the budget is tight
- 6) Will contract services meet goals of MBE/WBE Ordinance? Bids from MBE-WBE firms are being actively solicited. I have advised these firms to seek certification as soon as possible if they are not already certified.

H. Hawley H. Hawley
Department Representative

Telephone: 553-1694

Item 14 - File 25-95-17

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of July 25, 1995.

Department: Department of Public Health (DPH), San Francisco General Hospital (SFGH)

Item: Resolution concurring with the Controller's Certification of costs required by Charter Section 8.300-1 (Proposition J) that laundry processing services can continue to be practically performed for the Department of Public Health, San Francisco General Hospital, by a private contractor for a lower cost than similar work services performed by City and County employees.

Services to be Performed: Laundry Processing Service at San Francisco General Hospital.

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for laundry processing services at San Francisco General Hospital for FY 1995-96 would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City-Operated Service Costs</u>		
Salaries	\$222,960	\$263,299
Fringe Benefits	75,326	82,607
Operating Expenses	92,400	92,400
Capital Costs *	<u>255,972</u>	<u>255,972</u>
Total	\$646,658	\$694,278
<u>Contractual Services Cost</u>	<u>629,152</u>	<u>629,152</u>
<u>Estimated Savings</u>	<u>\$17,506</u>	<u>\$65,126</u>

* Amortized over seven years @ 7%.

Comments:

1. Laundry services for San Francisco General Hospital were first certified as required by Charter Section 8.300-1 in 1994.
2. The current one-year contract expires on June 30, 1995 and is with West Coast Valet Services. The DPH has selected West Coast Valet Services, based on a competitive bid process, to continue the provision of these services. West Coast Valet Services is a MBE firm which provides health insurance to its employees. The laundry processing contract cost for FY 1995-96 is \$0.265 per pound or \$0.025 per pound less than the FY 1994-95 contract cost of \$0.29 per pound. DPH estimates the total annual weight of the laundry is 2.5 million pounds.
3. The Contractual Services Cost used for the purpose of this analysis is West Coast Valet Services' estimated cost for laundry services for FY 1995-96.
4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

Recommendation: Approve the proposed resolution.

CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department: Public Health, San Francisco General Hospital (SFGH)

Contract Services: Laundry Services for SFGH

For the term starting approximately July 1, 1995, through June 30, 1996.

Who performed services prior to contracting out? Civil Service employees. The level of staffing at SFGH was reduced to 12 employees as a result of contracting out in July of 1994. Since 1 - 2780 Laundry Supervisor has resigned from his position at SFGH the number was reduced to 11 employees as the new level of staffing at SFGH. Originally, the laundry services were performed by 34 civil service employees; 1 FTE 2786 General Services Manager; 2 FTE's 2780 Laundry Supervisors; 1 FTE 2772 Sewing Technician; 11 FTE's 2770 Sr. Laundry Workers and 19 FTE's 2760 Laundry Workers. (However, 1 - 2760 Laundry Worker retired and was never replaced and 1 - 2780 Laundry Supervisor resigned from his position at SFGH.)

The revised level of staffing to be used to reflect efficiencies in the laundry operations if new equipment is installed (the old equipment was sold and removed from the premises), would be 21 employees: 1 FTE 2786 General Services Manager; 1 FTE 1426 Clerk Typist; 1 FTE 2772 Sewing Technician; 7 FTE's 2770 Sr. Laundry Workers and 11 FTE's 2760 Laundry Worker.

Number of City employees laid off as a result of contracting out? A total of 19 laundry workers were laid off from laundry worker positions and placed in #9910 positions within the Department of Public Health. (2 - 2770 Senior Laundry Worker and 17 - 2760 Laundry Workers.) However, no one was separated from City and County service.

Explain disposition of employees if they were not laid off. The following 11 classifications remained at SFGH to manage the linen distribution system: 1 FTE 2786 General Services Manager; 1 FTE 2772 Sewing Tech.; 6 FTE's 2770 Sr. Laundry Worker; 3 FTE's 2760 Laundry Worker. These work assignments were not affected by the proposed Prop J contract. The other 23 employees were either reassigned to Laguna Honda Hospital, placed in 9910 positions within the Department of Public Health, resigned, retired or took a voluntary leave to accept another position.

9 employees were assigned to duties in 9910 positions as follows: #2760; 1 assigned to SFGH Housekeeping as porters; 1 assigned to Asst. Storekeeper duties in Pharmacy (may be reassigned to Housekeeping) SFGH; 1 assigned to clerical duties in the Rehabilitation Department; 1 assigned to Building & Grounds as a porter; 1 assigned to Human Resource Services as a personnel clerk (resigned effective COB 7/8/94 to accept a position in the U.S. Postal Service); 1 assigned to train as security guards in Institutional Police Department; 1 assigned to AIDS Office; 4 assigned to Laguna Honda Hospital (LHH) laundry; 1 assigned to LHH Housekeeping as a porter; 2 assigned to LHH Food Services as Food Service Workers; #2770: 1 assigned to SFGH Messenger Center transporting patients and specimens; 1 assigned to LHH Laundry services.

In addition, 3 employees voluntarily took a leave to accept #9910 positions: 1 - 2770 Senior Laundry Worker and 1 - 2760 Laundry Worker are being trained in SFGH Security; 1 - 2760 Laundry Worker is being trained in SFGH Radiology Department performing clerical duties.

What percent of a City employee's time is spent on services to be contracted out? Approximately 2% or less of an Assistant Hospital Administrator's (Classification #2143) time would be spent on administering this contract.

How long have the services been contracted out? 1 year (since July 1, 1994). Services will be contracted out again on July 1, 1995, during the construction shut-down of the Power Plant Building for seismic code upgrades.

What was the first fiscal year for a Proposition J Certification? Fiscal year 1994/1995.

How will contract services meet the goals of your MBE/WBE Action Plan? A new contractor will be selected through a competitive bid process. All interested MBE/WBE/LBE will be notified and will be encouraged to bid.

Madeline Petersen

Department Representative

206-3486

Telephone

Item 15 - File 25-95-18

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of July 25, 1995.

Department: Medical Examiner/Coroner

Item: Resolution concurring with the Controller's certification that body removal services for the Medical Examiner's Office can continue to be practically performed by private contractor for lower cost than similar work service performed by City and County employees.

Services to be Performed: Body Removal Services for the Medical Examiner/Coroner

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for body removal services for FY 1995-96 would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City-Operated Service Costs</u>		
Salaries	\$101,163	\$122,761
Fringe Benefits	<u>26,056</u>	<u>29,954</u>
Total	\$127,219	\$152,715
<u>Contractual Services Cost</u>	<u>106,250</u>	<u>106,250</u>
<u>Estimated Savings</u>	<u>\$ 20,969</u>	<u>\$ 46,465</u>

Comments:

1. Body removal services for Medical Examiner/Coroner were first certified as required by Charter Section 8.300-1 in 1994.
2. The current one-year contract expires on August 13, 1995 and is with Coleman's Funeral Service, an MBE firm that no longer provides health insurance for its employees. As of the writing of this report, Mr. Herbert Hawley of the Medical Examiner/Coroner's Office advises that Alternative Funeral Services, an MBE firm, which was the lowest of four bidders, is being considered for the body removal services contract to

begin on August 14, 1995. Alternative Funeral Services does not provide health insurance for its employees.

3. The Contractual Services Cost used for the purpose of this analysis is the current contractor's (Coleman's Funeral Services) estimated cost for body removal services for FY 1995-96. As noted above, the selection of the new contractor has not yet been finalized; therefore actual costs savings from contracting these services may be higher or lower than the Controller's estimate.

4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

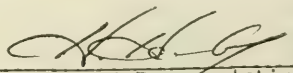
900-2: Chapter 8.300-1 (Proposition J) Questionnaire

Charter 8.300-1 (Proposition J) Questionnaire

Department: Medical Examiner For Time Period: 07/01/1995 on

Contract Services: Body Removal Services

1. Who performed services prior to contracting out?
Medical Examiner's investigators as a part of their other duties.
2. Number of City employees laid off as a result of contracting out?
0 (None)
3. If the employees were not laid off as a result of contracting out, what happened to them?
One was promoted; one was terminated; one has resigned.
4. What percent of a City employee's time is spent on services to be contracted out?
Variable as removals are made on an as needed basis, but this is a small part of the investigator's work.
5. How long have the services been contracted out?
Since August 1994.
6. Will contract services meet goals of MBE/WBE Ordinance?
Bids from MBE/WBE firms are being actively solicited. I have advised these firms to seek certification as soon as possible if they are not already certified.



Department Representative

Telephone: _____

553-1694

8776C

Item 16 - File 25-95-20

Department: Municipal Court

Item: Resolution concurring with the Controller's certification that services of the Court Management System Coordinator can continue to be practically performed by a private contractor for lower cost than similar work services performed by City and County employees.

Services to be Performed: The Court Management System Coordinator manages the computer system known as the Court Management System, which is shared by representatives of the Police Department, Sheriff's Department, Adult Probation Department, Superior Court, Municipal Court, District Attorney, Public Defender and County Clerk.

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting court management system services for FY 1995-96 would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City-Operated Service Costs</u>		
Salaries	\$53,370	\$63,279
Fringe Benefits	<u>13,531</u>	<u>15,320</u>
Total	\$66,901	\$78,599
<u>Contractual Services Cost</u>	<u>49,980</u>	<u>49,980</u>
<u>Estimated Savings</u>	<u>\$16,921</u>	<u>\$28,619</u>

Comments:

1. Court Management System Coordinator Services were first certified as required by Charter Section 8.300-1 in 1978 and have been provided by an outside contractor since then.
2. According to Mr. Gordon Park-Li of the Municipal Court, the Municipal Court plans to renew its current one-year

BOARD OF SUPERVISORS
BUDGET ANALYST

contract for the Court Management System Coordinator position with Mr. Thomas Fiegenschuh. Mr. Fiegenschuh is a sole proprietor and does not have any employees to provide with health insurance.

3. The Contractual Services Cost used by the Controller's Office is the amount budgeted by the Municipal Court for these services in 1995-96.

4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

Recommendation: Approve the proposed resolution.

Charter 8.300 1 (Proposition J) Questionnaire

Department Municipal Court, #11 For time Period FY 1995-96

Contract Services Court Management System Coordinator

- 1) Who performed services prior to contracting out?

Coordinator services were originally provided through the LEAA grant during development of the Court Management System (CMS).

- 2) Number of City employees laid off as a result of contracting out?

None.

- 3) If the employees were not laid off as a result of contracting out, what happened to them?

Coordinator has made the use of CMS more adaptable to office operations. City employees began to benefit from computer support.

- 4) What percent of a City employee's time is spent on services to be contracted out?

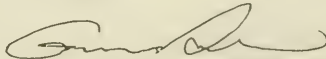
None. The coordinator position crosses over nine City departments in supporting and using CMS.

- 5) How long have the services been contracted out?

Since 1978.

- 6) Will contract services meet goals of MBE/WBE Ordinance?

Not applicable.



Department Representative

Telephone: 554-4516

Item 17 - File 25-95-21

Department: Purchasing Department, Central Shops

Item: Resolution concurring with the Controller's certification that security services can continue to be practically performed by private contractor for lower cost than similar work services performed by City and County employees.

Services to be Performed: Security patrol services for the building and grounds at Central Shops.

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for security services at Central Shops for FY 1995-96 would result in estimated savings as follows:

	Lowest Salary	Highest Salary
<u>City-Operated Service Costs</u>	<u>Step</u>	<u>Step</u>
Salaries	\$101,776	\$120,204
Fringe	<u>30,065</u>	<u>33,391</u>
Total City Costs	\$131,841	\$153,595
Contractual Services Cost	<u>65,334</u>	<u>65,334</u>
Estimated Savings	\$66,507	\$88,261

- Comments:**
1. Security services for Central Shops have been provided by an outside contractor since 1983.
 2. The Contractual Services Cost used by the Controller's Office is the amount budgeted by the Purchaser for Central Shops for these services in FY 1995-96.
 3. According to Mr. Ara Minasian of the Purchasing Department, Central Shops plans to renew its current one year contract with McCoy Patrol Services.

4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached. The contractor is certified MBE.

5. McCoy Patrol Services does not provide health care coverage for their employees.

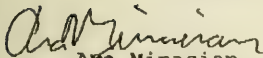
Recommendation: Since the Purchasing Department reports that the contractor is not providing health coverage, approval of the proposed resolution is a policy matter for the Board of Supervisors.

Charter 8.300-1 (Proposition J) Questionnaire

Department Purchasing
Contract Services Security Guard Services
Time Period August 1, 1995 through July 31, 1996

- 1) Who performed services prior to contracting out?
Class 7410 Automotive Service Worker.
- 2) Number of City employees laid off as a result of contracting out?
None.
- 3) If employees were not laid off as a result of contracting out, what happened to them?
They were reassigned to other Automotive Service Worker duties.
- 4) What percent of a City employee's time is spent on services to be contracted out?
Now: Zero.
Prior to contracting out: 100% of 3 positions.
- 5) How long have the services been contracted out?
Since 1983.
- 6) Will contract services meet goals of MBE/WBE ordinance?

Present contractor is certified MBE.



Ara Minasian
Department Representative

Director of Finance

554-6215

Item 18 - File 25-95-22

Department: Airports Commission

Item: Resolution approving the Controller's certification that parking management services for the San Francisco International Airport can continue to be practically performed by a private contractor at a lower cost for the year commencing July 1, 1995, than if work were performed by City and County employees.

Services to be Performed: Parking management services include: a) parking fee collection, b) parking lot security c) janitorial services d) controlling traffic in and out of parking lots

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for parking management services at San Francisco International Airport in FY 1995-96 would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City-Operated Service Costs</u>		
Salaries	\$ 8,272,362	\$ 9,836,054
Fringe Benefits	2,463,763	2,746,010
Operating Expenses	<u>1,320,035</u>	<u>1,320,035</u>
Total	\$12,056,160	\$13,902,099
<u>Contractual Services Cost</u>	<u>9,043,534</u>	<u>9,043,534</u>
<u>Estimated Savings</u>	<u>\$ 3,012,626</u>	<u>\$ 4,858,565</u>

- Comments:**
1. Parking management services were first certified as required by Charter Section 8.300-1 in 1980 and have been provided by an outside contractor since 1971.
 2. The Airports Commission is currently contracting with AMPCO Airport Parking Company for the provision of these parking management services. The term of this contract is

for a period of one year commencing July 1, 1991, with four one-year renewal options. Fiscal Year 1995-96 is the fourth renewal option. The Airport reports that AMPCO employees receive health care coverage.

3. The Contractual Services Cost used for the purpose of this analysis is the Airport's and the current contractor's estimate of providing parking management services for FY 1995-96.

4. The Controller's supplemental questionnaire with the Airport Commission's responses, including the MBE/WBE status of this contract, is attached.

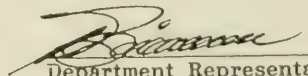
Recommendation: Approve the proposed resolution.

Charter 8.300-1 (Proposition J) Questionnaire

Department Airports Commission For time Period 7/01/95 - 6/30/96

Contract Services Parking Facilities at San Francisco International Airport
Operating Agreement for Public Automobile

- 1) Who performed services prior to contracting out?
This service has always been contracted out. It has never been operated by City Personnel.
- 2) Number of City employees laid off as a result of contracting out?
None.
- 3) If the employees were not laid off as a result of contracting out, what happened to them?
Not applicable - always contracted out.
- 4) What percent of a City employee's time is spent on services to be contracted out?
Not applicable - always contracted out.
- 5) How long have the services been contracted out?
Services have been contracted out since October 16, 1971.
- 6) Will contract services meet goals of MBE/WBE Ordinance?
The contractor met the 30% MBE goal and demonstrated good faith efforts in awarding five (5) contracts (5%) to WBEs. The contractor is required to meet the City's affirmative action requirement for Chapter 12B and 12C.


Department Representative

Telephone: _____

Item 19 - File 25-95-23

Department: Public Transportation Commission (PTC)

Item: Resolution concurring with the Controller's certification that paratransit services for the Public Transportation Commission (PTC) can continue to be practically performed by private contractor for lower cost than similar work services performed by City and County employees.

Services to be Performed:

Paratransit Services

Description:

Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting paratransit services for FY 1995-96 would result in estimated savings as follows:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City-Operated Service Costs</u>		
Salaries	\$8,181,623	\$9,004,199
Fringe Benefits	2,689,061	2,837,536
Capital Costs	1,304,875	1,304,875
Operating Costs	<u>961,783</u>	<u>961,783</u>
Total	\$13,137,342	\$14,108,393
<u>Contractual Services Cost</u>	<u>10,654,201</u>	<u>10,654,201</u>
<u>Estimated Savings</u>	<u>\$ 2,483,141</u>	<u>\$ 3,454,192</u>

Comments:

1. Paratransit services were first certified as required by Charter Section 8.300-1 in 1984 and have been provided by an outside contractor since 1979.

2. The current four-year and nine month contract expires on June 30, 1996, and is with Cerenio Management Group an MBE/WBE firm. According to Ms. Annette Williams, Manager of the Accessible Services Programs for MUNI, Cerenio Management Group was one of four bidders for the paratransit services contract that began on October 1, 1991.

BOARD OF SUPERVISORS
BUDGET ANALYST

Cerenio Management Group provides health insurance for its employees.

3. The Contractual Services Cost used for the purpose of this analysis is the current contractor's (Cerenio Management Group) estimated cost for paratransit services for FY 1995-96.

4. The Controller's supplemental questionnaire with the Commission's responses, including the MBE/WBE status of this contract, is attached.

Recommendation: Approve the proposed resolution.

DEPARTMENT:

PTC/Municipal Railway

CONTRACT SERVICES:

Paratransit

CONTRACT PERIOD:

07/01/95 - 06/30/96

- (1) Who performed activity/service prior to contracting out?
Service has always been contracted out.
- (2) Number of City employees laid off as a result of contracting out?
None.
- (3) Explain disposition of employees if they were not laid off?
N/A.
- (4) What percentage of City employee's time is spent on services to be contracted out?
20% of one full time equivalent contract administrator plus 3 hours per month of a 1630 Accountant.
- (5) How long have the services been contracted out? Is this likely to be a one-time or an ongoing request for contracting out?
Fifteen (15) years. Likely to be an ongoing request for contracting out.
- (6) What was the first fiscal year for a Proposition J certification? Has it been certified for each subsequent year?
FY 83/84. Yes, it has been certified each year.
- (7) How will contract services meet the goals of your MBE/WBE Action Plan?
The Broker services are currently performed by an MBE/WBE firm and not less than 30% of all service is provided by MBE/WBE firms.
- (8) Does the proposed contract require that the contractor provide health insurance for its employees? Even if it is not required, does the proposed contractor provide health insurance for its employees?
Yes, the contract requires health insurance for employees.

Department Representative:

Annette Williams

Telephone Number:

923-6142

Memo to Government Efficiency and Labor Committee
August 8, 1995 Government Efficiency and Labor Committee Meeting

Item 20 - File 121-95-5

Department: San Francisco Police Department (SFPD)

Item: Ordinance amending the San Francisco Municipal Code Part II, Chapter VIII (Police Code), thereof, to provide age restrictions for the sale, lease or otherwise transfer of firearms or firearm ammunition, or firearm ammunition components, and to require gun dealers to post notices of such age restrictions.

Description: Chapter VIII, Section 613 of the Police Code outlines the regulations for the sale, lease or otherwise transfer of firearms and firearm ammunitions. Under Section 613, all persons, firms, corporations or dealers engaged in the business of selling, leasing or otherwise transferring any firearms, firearm ammunition or firearm ammunition component must first obtain a license from the San Francisco Police Department (SFPD).

The proposed ordinance would amend Section 613 of the Police Code by adding the following licensing conditions for the sale, lease or otherwise transfer of firearms or firearm ammunition:

- The Licensee shall not sell, lease or otherwise transfer any pistol, revolver, or firearm capable of being concealed upon the person to any person under the age of 21. Currently, the ordinance only provides that the licensee shall not sell, lease or otherwise transfer any firearm to any person under the age of 18.
- The Licensee shall not sell, lease or otherwise transfer any pistol, revolver, or firearm ammunition capable of being used in a pistol, revolver, or firearm, which is capable of being concealed upon the person, to any person under the age of 21. Currently, the ordinance only provides that the licensee shall not sell, lease or otherwise transfer any firearm ammunition to any person under the age of 18.
- The Licensee shall post within the licensee's premises a notice explaining the age restrictions pertaining to firearms. The posted notice must be in a conspicuous location and shall have lettering of sufficient size such that the notice can easily and clearly be seen by all prospective purchasers of firearms and firearm ammunition. Currently, the ordinance does not require that the licensee post a

Memo to Government Efficiency and Labor Committee
August 8, 1995 Government Efficiency and Labor Committee Meeting

notice explaining age restrictions pertaining to firearms.

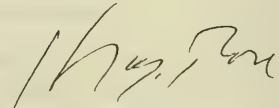
Comments:

1. The SFPD currently charges a one-time permit fee of \$564 to all newly licensed dealers who sell, lease or otherwise transfer firearms. According to the SFPD, this permit fee recovers all costs associated with processing the firearm application, monitoring licensees and enforcing the provisions of the Police Code related to firearms. Additionally, the Tax Collector charges an annual license fee of \$38 to firearms dealers to recover the Police Department's administrative costs associated with the annual renewal of licenses for firearms dealers.

2. Officer Farrell Suslow of the SFPD advises that no additional costs to the City will result from implementing the proposed ordinance because the monitoring and enforcement of the proposed ordinance could be absorbed by existing staff.

Recommendation:

Approval of the proposed ordinance is a policy matter for the Board of Supervisors.



Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Ammiano
Supervisor Teng
President Shelley
Supervisor Kaufman
Supervisor Migden
Supervisor Alioto
Supervisor Bierman
Supervisor Hsieh
Supervisor Kennedy
Supervisor Leal
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

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CITY AND COUNTY



Public Library, Documents Dept.
Attn: Kate Wingerson
OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

DOCUMENTS DEPT.

AUG 22 1995

August 18, 1995

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TO: Government Efficiency and Labor Committee

FROM: Budget Analyst (K. Wingerson)

SUBJECT: August 22, 1995 Government Efficiency and Labor Committee Meeting

Item 1 - File 107-95-1.2

Department: Department of Social Services (DSS)

Item: Hearing to consider the manner in which Proposition N, the "General Assistance Mandatory Direct Rent Payment Program" is to be implemented by the DSS, and to also consider the matter of the release of the reserved funds for this Program, in the amount of \$750,000.

Description: In November of 1994, the electorate of the City and County of San Francisco approved the passage of Proposition N, the General Assistance Mandatory Direct Rent Payment Program. Proposition N is an ordinance amending the San Francisco Administrative Code Section 20.59.2, deleting language regarding aid payment to General Assistance (GA) recipients through warrants or checks, and requiring participation in a Mandatory Direct Rent Payment Program (MDRPP) for General Assistance recipients who have not secured their own housing. Prior to this electoral vote, the Board of Supervisors had voted to reject a similar proposed ordinance (File 97-94-51).

Mr. Jim Buick of the DSS Homeless Program advises that currently, the Tenderloin Housing Clinic (THC), a voluntary

program, serves a similar function as the MDRPP, although it does not offer case management services. According to Mr. Buick, GA clients have the option to secure their own housing or participate in the THC program; the MDRPP is only mandatory for GA recipients who do not wish to comply with other housing options. Under the Proposition N ordinance, any homeless individual currently receiving or applying for General Assistance who does not secure his/her own housing, participate in the THC program or the MDRPP will be considered ineligible for General Assistance.

DSS reports that, through the DSS's Requests for Proposals (RFP) process, Catholic Charities, a non-profit agency, was selected to secure housing, under the MDRPP, for GA recipients who have not secured their own housing. DSS advises that the contract amount is \$750,000 for a 12 month period commencing with the Controller's certification of funds. The Board of Supervisors previously placed this \$750,000 on reserve during the 1995-96 budget process. DSS reports that two other non-profit agencies, the Episcopal Sanctuary and the Connard House also submitted proposals. The DSS advises that the three proposals were evaluated by a panel composed of DSS staff and client advocates on the basis of a set of criteria which was scored on a point system. Catholic Charities was selected on the basis of having scored the highest number of points. Under the terms of the contract, Catholic Charities would specifically (1) provide case management and placement services to GA recipients, and act as a intermediary between hotels and clients and (2) act as co-payee for the GA check to insure that rent payments are made to hotels.

The \$750,000 contract amount would be expended by Catholic Charities, as follows:

<u>Personnel</u>	<u>FTE</u>		
Program Staff	8.45	\$217,621	
Administrative Staff	3.40	135,608	
Clerical Staff	1.00	22,859	
Fringe Benefits		<u>97,837</u>	
Subtotal	12.85		\$473,925

Operating Expenses

Rent	\$45,360
Office Supplies	3,484
Telephone	13,920
Postage	1,200
Mileage/Fast Passes	3,960

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
August 22, 1995 Government Efficiency and Labor Committee Meeting

Photocopy/Printing	3,000	
Insurance	4,600	
Professional Services:		
Management Information Systems		
Consulting Services	\$10,000	
Legal Services	10,000	
Peer Counselors (10 Counselors		
x \$100 per/mo. x 12 mos.)	12,000	
Computer Equipment	23,550	
Equipment Maintenance	4,535	
Other:		
Telephone Installation & Computer		
Hookups	6,020	
Conference Fees (12 staff @ \$100		
each)	1,200	
Training (\$7,502 per session x 2		
sessions covering 11 topics each)	15,000	
GA Warrant Transaction Costs*	20,000	
Miscellaneous	420	
Subtotal		178,249
<u>Indirect Costs</u>		<u>97,826</u>
Total		\$750,000

* DSS reports that under the MDRPP, a two-party GA assistance check will be sent to Catholic Charities and Catholic Charities will pay the rent for each recipient directly and give the balance of the check amount to the recipient. The two-party checks will be processed by the C and C Check Cashing Service. The GA Warrant Transaction Costs represent the fees that will be charged by the C and C Check Cashing Service for processing these checks.

The DSS advises that the maximum rent permitted under the MDRPP is \$280 per month. Therefore, the average cost per bed per day is \$9.33 (\$280 per month divided by 30 days), or \$3,405 per year (\$9.33 per day x 365 days per year). Since GA payments are \$345 for a single person per month, most recipients would have a balance of \$65 per month for food and other expenses plus approximately \$100 in food stamps.

Comments:

1. According to the DSS MDRPP report issued in May 1995, there were approximately 14,500 GA recipients, and approximately 2,600 (18%) of these recipients were self-declared as homeless. DSS states that it believes that over half of these recipients have housing, but do not want their

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BUDGET ANALYST

check sent to their residence (for instance, delinquent AFDC fathers, or recipients with no secure mail box). Additionally, DSS believes that some of these recipients live out-of-county and are receiving GA payments fraudulently. According to the DSS, the MDRPP will assist in eliminating such fraudulent cases resulting in an estimated drop in the GA caseload of approximately 300 recipients in 1995-96. As such, DSS estimates that only 500 to 700 beds would be required for the MDRPP.

2. In April of 1993, DSS signed a Memorandum of Understanding (MOU) with the DPH, the Department of Public Works (DPW), and the Fire Department, regarding inspections and maintenance expectations of Single Resident Occupancy (SRO) hotels. According to the MOU, every hotel participating in the MDRPP will be inspected quarterly by the Department of Building Inspection (DBI) and monthly by Public Health Inspectors. In addition, DSS has instituted a complaint procedure for GA clients, who will also have tenants' rights under the MDRPP.

3. The DSS has budgeted \$165,324 in workorder funds in its 1995-96 budget for two Public Health inspectors to provide the monthly inspections of the SRO hotels. Therefore, the total cost of implementing the MDRPP is \$915,324 (\$750,000 for the Catholic Charities contract, plus \$165,324 in workorder funds for inspections).

4. DSS states that the MDRPP costs of \$915,324 for Fiscal Year 1995-96 will be offset by savings in GA expenditures. The *average cash payment* per GA recipient is \$330 per month (lower than the maximum *monthly grant amount* of \$345, as some recipients are on GA for partial month periods), or \$3,960 per year. Approximately 232 budgeted GA recipients would need to drop from the program in order for DSS to fully fund the MDRPP costs of \$915,324 with such cost savings (232 recipients x \$3,960 per year equals \$918,720). As previously noted, DSS projects a drop of approximately 300 in the GA caseload in connection with the MDRPP in Fiscal Year 1995-96.

5. The DSS advises that for 1994-95 there was an average of 14,622 GA recipients for a total net expenditure of \$50,994,886. The projected average number of cases in Fiscal Year 1995-96 is 13,826, with a projected total net expenditure of \$47,786,073. This represents an average decrease of 796 GA recipients (or 5.4%) from Fiscal Year 1994-95 (14,622 less 13,826). These estimates include the decline in GA recipients

BOARD OF SUPERVISORS
BUDGET ANALYST

and associated costs savings related to the implementation of the MDRPP. If the MDRPP is not implemented, or does not result in the projected decline in GA recipients, costs for the GA program for Fiscal Year 1995-96 may exceed the program budget, according to Ms. Judy Bley, Director of Planning for DSS.

6. As previously noted, the DSS estimates that under the MDRPP approximately 500-700 single resident occupancy (SRO) hotel rooms will be required to accommodate homeless GA recipients. DSS conducted a survey in July, 1995 and found 740 SROs available in San Francisco. According to the DSS, the approximately 740 available SROs found in the July 1995 survey would be sufficient to meet initial program demand, as the MDRPP has a phase-in implementation period. The DSS states that some of the 740 SROs are Americans with Disabilities Act (ADA) accessible. The specific number of such SROs could not be provided by DSS, as of the writing of this report. The DSS states that only hotels that meet current City codes would be accepted for the MDRPP and that all such hotels would be monitored for their continued compliance with the City's codes. The DSS additionally states that Catholic Charities would have the authority to refuse placement of a client, if it believed that a hotel room was unsuitable for occupancy.

7. As previously noted, the \$750,000 earmarked for the Catholic Charities contract was previously placed on reserve by the Board of Supervisors. In June of 1993, the City Attorney issued an opinion that the Board of Supervisors has the right to reserve appropriations for contracts and other expenditures when (1) the Board of Supervisors is imposing specific, objective conditions for the release of the reserved funds and/or (2) the Board is requesting fiscal details regarding the expenditures.

Item 2 - File 25-95-16

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of August 8, 1995.

Department: Chief Medical Examiner-Coroner

Item: Resolution concurring with the Controller's certification that transcription services for the Medical Examiner's Office can be practically performed by private contractors for lower cost than similar work services performed by City and County employees.

Services to be Performed: Transcription services for the Medical Examiner-Coroner.

Description: The Controller has determined that contracting for transcription services for Fiscal Year 1995-96 will result in estimated savings as follows:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City-Operated Service Costs</u>		
Personnel	\$30,982	\$36,585
Fringe Benefits	<u>9,491</u>	<u>10,501</u>
Total	\$40,473	\$47,086
<u>Estimated Contract Service Cost</u>	<u>36,000</u>	<u>36,000</u>
<u>Estimated Savings</u>	\$4,473	\$11,086

- Comments:**
1. This would be the first time that such transcription services would be contracted out by the Medical Examiner.
 2. The Chief Medical Examiner-Coroner would utilize transcription services to type autopsy and pathology reports. The \$36,000 estimated contract service cost is based on 6,000 pages of transcription at \$6 per page. Mr. Herb Hawley of the Medical Examiner's Department states that the Department obtained informal bids from three firms with which the Department of Public Health (DPH) currently contracts for a portion of DPH medical transcription services.
 3. Mr. Hawley advises that the proposed resolution would result in the layoff of one of the three permanent Class 1440 Medical Transcriber Typists currently employed by the Medical Examiner. (Although four Class 1440 Medical Transcriber Typists are currently listed as authorized in the

Medical Examiner's budget, one of these positions has been TXed for a 1426 Senior Clerk Typist, leaving three filled 1440 Medical Transcriber Typist positions.)

In addition, because of a reduction in funding of salaries imposed by the Mayor in the FY 1995-96 budget, Mr. Hawley advises that the Chief Medical Examiner-Coroner plans to lay off an additional 1440 Medical Transcriber Typist, whether or not the proposed contract is approved, in order to meet budgetary constraints in FY 1995-96. For this reason, the Chief Medical Examiner-Coroner expects to reduce the production of documents so that all transcription needs can be met through the proposed contract and one remaining 1440 Medical Transcriber Typist.

Mr. Hawley states that the Medical Examiner has identified two open Medical Transcriber Typist positions in the Department of Public Health (DPH). Mr. Hawley advises that the layoff related to the proposed resolution, as well as the layoff related to meeting budgetary constraints by reducing transcription needs, could be avoided by transfer of the employees to the DPH.

However, Mr. Hawley reports that the Human Resources Department has advised him that the DPH intends to fill the open Medical Transcriber Typist positions immediately. Mr. Hawley states that, unless the proposed resolution is approved soon, it is likely that the DPH will fill the open positions with new hires. In that case, a later transfer of the Medical Transcriber Typist from the Medical Examiner to the DPH would involve the layoff of the newly hired DPH employee. Mr. Hawley states that the prompt approval of the proposed resolution could avoid such a potential layoff of a new employee.

In response to concerns raised by the Service Employees International Union (SEIU), which represents the Medical Transcriber Typists, the Medical Examiner has obtained the attached statement from Mr. Edward M. Gazzano of the DPH, advising that the DPH currently has no plans to eliminate and contract out their Medical Transcriptionist positions. (See Attachment 1.)

4. Mr. Hawley states that the Medical Transcriber Typists currently type approximately 10,000 pages of autopsy and pathology reports per year, in addition to providing a range of clerical services such as answering telephones, typing reports to various State agencies, typing correspondence such as notifications of death, maintaining patient inventory cards,

and responding to requests for copies of records. Mr. Hawley advises that the clerical services would be performed by the remaining 1440 Medical Transcriber Typist (who would also carry out corrections to the contracted transcription work), and a 1426 Senior Clerk Typist (the position created through the TX described above).

Mr. Hawley reports, however, that because of budget constraints, the proposed contract would be for 6,000 pages, rather than the 10,000 pages of transcription that are currently produced by the Department. Mr. Hawley advises that the Department plans to reduce transcription needs by creating condensed formats for reports and providing only check-off forms for some external examination reports.

5. The Controller's supplemental questionnaire with the Department's responses is shown as Attachment 2 to this report.

6. Mr. Hawley states that the Medical Examiner's Office will issue an Invitation for Bids for these transcription services upon approval of the proposed resolution. Mr. Hawley states that bids from MBE/WBE firms are being actively solicited. Because the contractor has not yet been selected, it is not known whether or not the contractor will provide health insurance to employees working on the proposed contract.

7. Mr. Ruben Garcia of Service Employees International Union (SEIU), Local 790 states that SEIU is opposed to the contracting out of the Medical Examiner's transcription services.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

City and County of San Francisco

Department of Public Health



Attachment 1

August 11, 1995

By Fax (553-1650)

Mr. Herb Hawley
Administrative Coroner
Medical Examiner's Office

Dear Mr. Hawley:

This is to confirm that the Department of Public Health currently has no plans to eliminate and contract out our Medical Transcriptionist (Class 1440 Medical Transcriber Typist) positions. We do have, and have had for some time, a contract for as-needed, backup transcriptionist services.

Should you need additional information, please let me know.

Sincerely,

A handwritten signature in dark ink, appearing to read "Edward M. Gazzano", with a long, sweeping horizontal line extending to the right.

EDWARD M. GAZZANO
Human Resources Director

cc: File

900-2: Charter 8.300-1 (Proposition J) Questionnaire

Charter 8.300-1 (Proposition J) Questionnaire

Department Medical Examiner For time Period 07/01/1995 on

Contract Services Medical Transcription —

- 1) Who performed services prior to contracting out?
1440 Medical Transcriptionists
- 2) Number of City employees laid off as a result of contracting out?
One
- 3) If the employees were not laid off as a result of contracting out, what happened to them? We currently have one unfilled position
- 4) What percent of a City employee's time is spent on services to be contracted out?
100%
- 5) How long have the services been contracted out? This is the first time and it is a budget driven decision which will need to be extended as long as the budget is tight
- 6) Will contract services meet goals of MBE/WBE Ordinance? Bids from MBE-WBE firms are being actively solicited. I have advised these firms to seek certification as soon as possible if they are not already certified.

H. Hawley H. Hawley
Department Representative

Telephone: 553-1694

Item 3 - File 25-95-18

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of August 8, 1995.

Department: Medical Examiner/Coroner

Item: Resolution concurring with the Controller's certification that body removal services for the Medical Examiner's Office can continue to be practically performed by private contractor for lower cost than similar work service performed by City and County employees.

Services to be Performed: Body Removal Services for the Medical Examiner/Coroner

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for body removal services for FY 1995-96 would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City-Operated Service Costs</u>		
Salaries	\$101,163	\$122,761
Fringe Benefits	<u>26,056</u>	<u>29,954</u>
Total	\$127,219	\$152,715
<u>Contractual Services Cost</u>	<u>106,250</u>	<u>106,250</u>
<u>Estimated Savings</u>	<u>\$ 20,969</u>	<u>\$ 46,465</u>

- Comments:**
1. Body removal services for Medical Examiner/Coroner were first certified as required by Charter Section 8.300-1 in 1994.
 2. The current one-year contract expired on August 13, 1995 and was with Coleman's Funeral Service, an MBE firm that no longer provides health insurance for its employees. As of the writing of this report, Mr. Herbert Hawley of the Medical Examiner/Coroner's Office advises that Alternative Funeral Services, an MBE firm, which was the lowest of four bidders, is being considered for the body removal services contract to

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
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begin on August 14, 1995. Alternative Funeral Services does not provide health insurance for its employees.

3. According to Mr. Hawley, the Medical Examiner/Coroner's Office plans to award the contract for body removal services, upon approval of the proposed resolution by the Board of Supervisors. In the interim, Mr. Hawley advises that four as-needed 2580 Medical Examiner Investigators are currently providing body removal services at an estimated total cost of \$5,000 per pay period from the Department's Temporary Salaries Account.

4. The Contractual Services Cost used for the purpose of this analysis is the current contractor's (Coleman's Funeral Services) estimated cost for body removal services for FY 1995-96. As noted above, the selection of the new contractor has not yet been finalized; therefore actual costs savings from contracting these services may be higher or lower than the Controller's estimate.

5. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

900-2: Chapter 8.300-1 (Proposition J) Questionnaire

Charter 8.300-1 (Proposition J) Questionnaire

Department: Medical Examiner For Time Period: 07/01/1995 on

Contract Services: Body Removal Services

1. Who performed services prior to contracting out?
Medical Examiner's investigators as a part of their other duties.
2. Number of City employees laid off as a result of contracting out?
0 (None)
3. If the employees were not laid off as a result of contracting out, what happened to them?
One was promoted; one was terminated; one has resigned.
4. What percent of a City employee's time is spent on services to be contracted out?
Variable as removals are made on an as needed basis, but this is a small part of the investigator's work.
5. How long have the services been contracted out?
Since August 1994.
6. Will contract services meet goals of MBE/WBE Ordinance?
Bids from MBE/WBE firms are being actively solicited. I have advised these firms to seek certification as soon as possible if they are not already certified.

 H. H. HAWLEY
Department Representative

Telephone: _____

553-1694

8776C

Memo to Government Efficiency and Labor Committee
August 22, 1995 Government Efficiency and Labor Committee Meeting

Item 4 - File 25-95-17

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of August 8, 1995.

Department: Department of Public Health (DPH), San Francisco General Hospital (SFGH)

Item: Resolution concurring with the Controller's Certification of costs required by Charter Section 8.300-1 (Proposition J) that laundry processing services can continue to be practically performed for the Department of Public Health, San Francisco General Hospital, by a private contractor for a lower cost than similar work services performed by City and County employees.

Services to be Performed: Laundry Processing Service at San Francisco General Hospital.

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting for laundry processing services at San Francisco General Hospital for FY 1995-96 would result in estimated savings as follows:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City-Operated Service Costs</u>		
Salaries	\$222,960	\$263,299
Fringe Benefits	75,326	82,607
Operating Expenses	92,400	92,400
Capital Costs *	<u>255,972</u>	<u>255,972</u>
Total	\$646,658	\$694,278
 <u>Contractual Services Cost</u>	 <u>629,152</u>	 <u>629,152</u>
 <u>Estimated Savings</u>	 <u>\$17,506</u>	 <u>\$65,126</u>

* Amortized over seven years @ 7%.

Comments:

1. Laundry services for San Francisco General Hospital were first certified as required by Charter Section 8.300-1 in 1994.
2. The current one-year contract expires on June 30, 1995 and is with West Coast Valet Services. The DPH has selected West Coast Valet Services, based on a competitive bid process, to continue the provision of these services. West Coast Valet Services is a MBE firm which provides health insurance to its employees. The laundry processing contract cost for FY 1995-96 is \$0.265 per pound or \$0.025 per pound less than the FY 1994-95 contract cost of \$0.29 per pound. DPH estimates the total annual weight of the laundry is 2.5 million pounds.
3. The Contractual Services Cost used for the purpose of this analysis is West Coast Valet Services' estimated cost for laundry services for FY 1995-96.
4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

Recommendation: Approve the proposed resolution.

CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department: Public Health, San Francisco General Hospital (SFGH)

Contract Services: Laundry Services for SFGH

The term starting approximately July 1, 1995, through June 30, 1996.

performed services prior to contracting out? Civil Service employees. The level of staffing at SFGH was reduced to 12 employees as a result of contracting out in July of 1994. Since 1 - 2780 Laundry Supervisor has resigned his position at SFGH the number was reduced to 11 employees as the new level of staffing at SFGH. Originally, laundry services were performed by 34 civil service employees: 1 FTE 2786 General Services Manager; 2 FTE's 2780 Laundry Supervisors; 1 FTE 2772 Sewing Technician; 11 FTE's 2770 Sr. Laundry Workers and 19 FTE's 2760 Laundry Workers. (However, 1 - 2760 Laundry Worker retired and was never replaced and 1 - 2780 Laundry Supervisor resigned from his position at SFGH.)

revised level of staffing to be used to reflect efficiencies in the laundry operations if new equipment is installed (the equipment was sold and removed from the premises), would be 21 employees: 1 FTE 2786 General Services Manager; 1 FTE 1426 Clerk Typist; 1 FTE 2772 Sewing Technician; 7 FTE's 2770 Sr. Laundry Workers and 11 FTE's 2760 Laundry Worker.

number of City employees laid off as a result of contracting out? A total of 19 laundry workers were laid off from laundry worker positions and placed in #9910 positions within the Department of Public Health. (2 - 2770 Senior Laundry Worker and 17 - 2760 Laundry Workers.) However, no one was separated from City and County service.

final disposition of employees if they were not laid off. The following 11 classifications remained at SFGH to operate the linen distribution system: 1 FTE 2786 General Services Manager; 1 FTE 2772 Sewing Tech.; 6 FTE's 2770 Laundry Worker; 3 FTE's 2760 Laundry Worker. These work assignments were not affected by the proposed Prop J contract. The other 23 employees were either reassigned to Laguna Honda Hospital, placed in 9910 positions within the Department of Public Health, resigned, retired or took a voluntary leave to accept another position.

employees were assigned to duties in 9910 positions as follows: #2760; 1 assigned to SFGH Housekeeping as a porter; 1 assigned to Asst. Storekeeper duties in Pharmacy (may be reassigned to Housekeeping) SFGH; 1 assigned to clerical duties in the Rehabilitation Department; 1 assigned to Building & Grounds as a porter; 1 assigned to Human Resource Services as a personnel clerk (resigned effective COB 7/8/94 to accept a position in the U.S. Postal Service); 1 assigned to train as security guards in Institutional Police Department; 1 assigned to AIDS Office; 4 assigned to Laguna Honda Hospital (LHH) laundry; 1 assigned to LHH Housekeeping as a porter; 2 assigned to LHH Food Services as food service workers; #2770: 1 assigned to SFGH Messenger Center transporting patients and specimens; 1 assigned to LHH Laundry services.

In addition, 3 employees voluntarily took a leave to accept #9910 positions: 1 - 2770 Senior Laundry Worker and 1 - 2760 Laundry Worker are being trained in SFGH Security; 1 - 2760 Laundry Worker is being trained in SFGH Radiology Department performing clerical duties.

What percent of a City employee's time is spent on services to be contracted out? Approximately 2% or less. An Assistant Hospital Administrator's (Classification #2143) time would be spent on administering this contract.

How long have the services been contracted out? 1 year (since July 1, 1994). Services will be contracted out for 1 year.

When will the services be contracted out? On July 1, 1995, during the construction shut-down of the Power Plant Building for seismic code upgrades.

What was the first fiscal year for a Proposition J Certification? Fiscal year 1994/1995.

Will contract services meet the goals of your MBE/WBE Action Plan? A new contractor will be selected through a competitive bid process. All interested MBE/WBE/LBE will be notified and will be encouraged to bid.

Madeline Petersen

Department Representative

206-3486

Telephone

Item 5 - File 25-95-24

Department: District Attorney

Item: Resolution concurring with the Controller's certification that assistance to certain victims of crime, and education in community anti-street violence can continue to be practically performed for the District Attorney's Victim-Witness Assistance Program by a private contractor for a lower cost than similar work services performed by City and County employees.

Services to be Performed: Victim Witness Services for the District Attorney's Victim-Witness Assistance Program

Description: Charter Section 8.300-1 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller has determined that contracting Victim-Witness services for FY 1995-96 would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City-Operated Service Costs</u>		
Salaries	\$115,675	\$140,347
Fringe Benefits	30,549	34,571
Operating Expenses	<u>33,777</u>	<u>33,777</u>
Total	\$180,001	\$208,695
<u>Contractual Services Cost</u>	<u>118,457</u>	<u>118,457</u>
<u>Estimated Savings</u>	<u>\$ 61,544</u>	<u>\$ 90,238</u>

- Comments:**
1. A private contract for Victim-Witness services was first certified as required by Charter section 8.300-1 in 1981 and such services have been provided by an outside contractor since then.
 2. The current one-year contract with Community United Against Violence (CUAV), a non-profit corporation, expired on June 30, 1995. The District Attorney's Office is seeking to

renew the current one-year contract for Victim-Witness services with CUAV. Mr. Ronan Byrne of the District Attorney's Office advises that contractual services are provided on a sole-source basis by CUAV because CUAV started the Victim-Witness Assistance Program in 1981, and therefore is uniquely qualified to provide the service. CUAV provides health insurance for its employees.

3. As previously noted, the CUAV contract to provide Victim-Witness services expired on June 30, 1995. Approval of the proposed resolution is required before the expired contract with CUAV can be renewed for FY 1995-96. According to Mr. Byrne, CUAV is currently providing Victim-Witness services for FY 1995-96 without a contract. As such, the proposed resolution should be amended to retroactively concur with the Controller's certification, according to Mr. Ted Lakey of the City Attorney's Office.

4. The Contractual Services Cost used for the purpose of this analysis is the current contractor's (CUAV) proposed cost for Victim-Witness services for FY 1995-96.

5. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

- Recommendation:**
1. Amend the proposed resolution to retroactively concur with the Controller's certification.
 2. Approve the proposed resolution, as amended.

CHARTER 8.300-1 (PROPOSITION J) QUESTIONNAIRE

DEPARTMENT: District Attorney

CONTRACT SERVICES: Community United Against Violence (CUAV)

CONTRACT PERIOD: 7/1/95 - 6/30/96

- (1) Who performed activity/service prior to contracting out?

The services were not provided prior to contracting out with CUAV.

- (2) Number of City employees laid off as a result of contracting out?

None

- (3) Explain disposition of employees if they were not laid off?

The services were not provided by the City of San Francisco prior to the initial contract with CUAV; therefore, City employees have never been involved in the services

- (4) What percentage of City employee's time is spent on services to be contracted out?

None

- (5) How long have the services been contracted out? Is this likely to be a one-time or an ongoing request for contracting out?

Services have been contracted out since 7/1/81; the request will likely be on-going.

- (6) What was the first fiscal year for a Proposition J certification? Has it been certified for each subsequent year?

1981-82. Yes.

- (7) How will contract services meet the goals of your MBE/WBE Action Plan?

CUAV has established goals of hiring minority and women employees.

- (8) Does the proposed contract require that the contractor provide health insurance for its employees? Even if it is not required, does the proposed contractor provide health insurance for its employees?

CUAV provides health insurance for its employees.

Veronica C. Zecchini
 Veronica C. Zecchini, Director
 SFDA Victim Services

Department Representative:

Telephone Number:

553-9046

Item 6 - File 146-95-11

Department: Department of Public Health

Item: Resolution authorizing the Department of Public Health to apply for, accept and expend a grant allocation of up to \$8,971,844 for fiscal year 1995-96 funding from the State Department of Health Services for California Healthcare for Indigents Program (CHIP) funds for medical services to indigent persons, professional services, medical services contracts, materials and supplies, facilities rental, personal services and indirect costs in the amount of \$61,442, based on 12.1 percent of administrative and fiscal intermediary costs.

Grant Amount: \$8,971,844

Grant Period: July 1, 1995 through June 30, 1996 (See Comment #1)

Source of Funds: State Department of Health Services

Project: California Healthcare for Indigents Program (CHIP)

Required Match: None.

Indirect Costs: \$61,442, or approximately 12.1 percent of fiscal intermediary costs provided by Medicus Systems Corporation (\$152,059) and DPH administration (\$355,083) totaling \$507,142.

Description: State AB 75 created the California Healthcare for Indigents Program (CHIP) to provide Counties with funds for the provision and expansion of health care services to medically indigent adults.

CHIP funds are used to reimburse participating County hospitals, and non-County hospitals for health services delivered to persons who cannot afford to pay for services and for whom payment for services will not be made through private insurance coverage, or through Federal funds.

CHIP funds allocated to each County are deposited locally into three different CHIP fund accounts: the Hospital Services fund, the Physician Services fund and Other Health Services Fund. From these three funds, San Francisco General Hospital (SFGH), non-County hospitals and private physicians are reimbursed for services provided to indigent persons. In addition, these three funds each fund a portion of the costs for fiscal intermediary services (Medicus Systems Corporation), DPH administrative costs, and indirect costs for the City's General Fund.

The DPH reports that for FY 1995-96, the City will receive an allocation totaling \$8,971,844 in CHIP funds. These CHIP funds would be used as follows:

County Hospitals (SFGH)	\$7,215,097
Non-County Hospitals	539,414
Physician Services (Private Physicians)	648,749
Fiscal Intermediary Services (Medicus Systems Corporation)	152,059
DPH Administration	355,083
Indirect Costs	<u>61,442</u>
Total	\$8,971,844

San Francisco General Hospital (SFGH) has been designated as the City's recipient of \$7,215,097 in total CHIP funds (consisting of \$5,879,373 in CHIP funds earmarked for County hospitals plus \$1,335,724 in discretionary funds, which the Health Commission has allocated to SFGH).

As noted above, \$539,414 would be used for non-county hospitals. The DPH has developed an expenditure plan, based upon State regulations on the allocation of funds for non-County hospitals, based upon each hospital's level of uncompensated health care costs. The \$539,414 would be used for ten non-County hospitals including: (1) California Pacific Medical Center - California Campus, (2) California Pacific Medical Center - Pacific Campus, (3) Chinese Hospital, (4) Davies Medical Center, (5) Medical Center at the University of California, San Francisco, (6) Pacific Coast Hospital, (7) St. Francis Memorial Hospital, (8) St. Luke's Hospital, (9) St. Mary's Hospital and Medical Center and (10) University of California - San Francisco/Mt. Zion.

In accordance with State regulations, \$648,749 will be used for Private Physician Services. Private Physicians will submit claims for emergency, pediatric and obstetric services provided for indigents.

Comments:

1. As noted above, the proposed AB 75 funds would be used for the grant period beginning July 1, 1995. Therefore, since expenditures have already been incurred against the proposed grant funds, the proposed resolution should be amended to authorize the DPH to accept and expend the proposed grant funds retroactively.

2. The \$152,059 would be used for a continuing contract with Medicus Systems Corporation for the provision of fiscal

intermediary services for the participating non-county hospitals and private physicians. Medicus Systems Corporation, which is located in San Diego, is not a City-certified MBE or WBE firm. These services include the receipt, processing and payment of claims in connection with the CHIP Program. In addition to the fiscal intermediary services, Medicus would continue to be responsible for provider relations, information dissemination and data reporting, and would assist the DPH in the CHIP program management. According to Mr. Jeff Leong of the DPH, this contract was last put out to bid during FY 1993-94, and the Health Commission has subsequently renewed the contract for FY 1994-95, and is expected to renew the contract for FY 1995-96 because of satisfactory work completed by the contractor.

3. The \$355,083 to be used for DPH administration would fund the following:

DPH Personnel (Existing AB 75 funded personnel)

2 - 1426 Senior Clerk Typists	\$53,413
1 - 1656 Head Accountant	55,437
1 - 1824 Principal Administrative Analyst	68,043
1 - 1866 Systems and Procedures Supervisor	58,777
1 - 2588 Health Worker IV (0.50 FTE)	18,923
1 - 2992 Contract Compliance Officer (0.25 FTE)	<u>12,332</u>

Subtotal Personnel \$266,925

Related Fringe Benefits 51,006

Operating Expenses

Copier/Office Equipment Maintenance	3,627
Auto Mileage/Tolls/Travel to Sacramento	400
Staff Development Training	500
Miscellaneous Operating Expenses (including postage, telephone, and materials & supplies)	7,000
Rental of Property (1540 Market Street)	10,000
MIS work order (for DPH-MIS Division)	<u>15,625</u>

TOTAL DPH ADMINISTRATION \$355,083

Mr. Leong indicates that AB 75 staff currently shares office space with other DPH departments at 1540 Market Street, including the Emergency Medical Services (EMS) Agency. Mr. Leong reports that under the existing lease, the price per square foot is \$1.19 per month for approximately 700 square feet of office space.

Mr. Leong reports that the work order for the DPH-MIS Division would be used for the DPH to meet State reporting requirements, such as developing reports on the indigent population.

4. The "Summary of Grant Request" form is attached.

5. The Disability Access Checklist is in the file.

Recommendations: 1. Amend the proposed resolution to authorize the DPH to accept and expend the proposed grant funds retroactively.

2. Approve the proposed resolution as amended.

Form No. _____ Health Commission - Summary of Grant Request

Rev. 4/10/90

Sponsor State Health Services Division Public Health Administration
 Contact Person George B. (Peter) Abbott, M.D. Section AB 75 Project
 Address 1800 3rd Street, Suite 100 Contact Person Jeffrey Leong, AB 75 Coordinator
Sacramento, CA 94234 Telephone 415/554-9162
 Amount Requested \$ up to 8,971,844 Application Deadline no specific date
 Term: From 07/01/95 To 06/30/96 Notification Expected after application rec'd
 Health Commission August 1, 1995 Board of Supervisors: Government Efficiency Committee 09/22/95
 Full Board 09/28/95

Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation) to a
 grant in the amount of \$8,971,844 from the period of July 1, 1995 to June 30, 1996
 to provide California Healthcare For Indigents Program (CHIP) services.
 (Circle appropriate words)

I. Summary: (Concise summary, need addressed; number & groups served; services and providers)
 (see attachment, page 2)

II. Outcomes/Objectives:
 (see attachment, page 2)

V. Effects of Reduction or Termination of These Funds:
 (see attachment, page 2)

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	10,648,564	8,971,844	up to 8,971,844			
Personnel						
Equipment						
Contract Svc.			(see attachments)			
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs						

VI. Data Processing

(none included above)

(not applicable)

VII. Personnel

F/T CSC (not applicable)
 P/T CSC _____
 Contractual _____

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
 (not applicable)

Will grant funded employees be retained after this grant terminates? If so, How?

AB 816 legislation authorizes continuation of CHIP funding through June 30, 1996, a
percentage of which is used for administrative costs.

*VIII. Contractual Services: Open Bid X Sole Source _____ (if sole source, attach Request for Proposals Form)

Item 7 - File 39-95-4

- Department:** Department of Human Resources
Civil Grand Jury
- Item:** Hearing transmitting copy of report issued by the 1994-95 Civil Grand Jury entitled, "Department of Human Resources: Findings and Recommendations."
- Description:** This item is a hearing to consider transmitting the final report of the 1994-95 Civil Grand Jury of the City and County of San Francisco entitled, "Department of Human Resources: Findings and Recommendations," from the Board of Supervisors to the Presiding Judge of the Superior Court. The 1994-95 Grand Jury reviewed the capacity of the Department of Human Resources to carry out its responsibilities under Proposition F, which was approved by the voters in November of 1994 and instituted collective bargaining processes to determine wages and benefits for most City employees. Major findings of the report are:
- The Grand Jury is concerned that the Department of Human Resources is undermined by the involvement of the Mayor's office in negotiations with the Police and Fire unions. Neither the Mayor or his staff should be directly involved in collective bargaining processes, according to the Grand Jury's finding.
 - With more than 35 union contracts and over 25,000 employees in the City, the Department of Human Resources has insufficient staff to negotiate, implement and monitor the City's labor agreements. In the near term, the budget for this function should be increased and an effective negotiation team established, and in the long term, the number of bargaining units should be consolidated and decreased.
 - The Director of Human Resources should be insulated from political influence by creating a ten year appointment, like that of the Controller, which would overlap the term of any Mayor.
 - Arbitrators should be chosen not at the start of bargaining processes, but only when negotiations have reached an impasse, thereby encouraging the parties to stay at the bargaining table.

- The Department of Human Resources needs an integrated, up-to-date computer system for analyzing, implementing and monitoring the City's labor contracts.

Comments:

1. The Civil Grand Jury has recommended that the Department of Human Resources be allocated an additional \$1.6 million to create a permanent team to negotiate and implement labor contracts. In 1994-95, the Department expended an amount of \$732,638, including a supplemental appropriation of \$636,638, to pay the costs of collective bargaining and contract negotiation. No other specific cost estimates or savings related to implementation of the above recommendations were included in the Grand Jury's report.

2. The Presiding Judge of the Superior Court impanels the Civil Grand Jury. State law requires the Board of Supervisors to submit comments on the Civil Grand Jury's reports to the Presiding Judge. Therefore a resolution to transmit the Civil Grand Jury report and the comments of the Board of Supervisors to the Presiding Judge of the Superior Court should be prepared in and reported out of the Government Efficiency and Labor Committee.

3. On June 1, the Civil Grand Jury requested written responses to the Grand Jury report within 60 days from the Department of Human Resources, the Mayor's Office, and the Board of Supervisors. The Department of Human Resources reports that it will transmit its written response to the Grand Jury report to the Clerk of the Board on Friday, August 18. As of the writing of this report, no response had yet been received by the Clerk of the Board from the Mayor's Office.

Recommendation:

Contingent upon receiving the remaining written response from the Mayor's Office, prepare in and report out a resolution for the Board of Supervisors to transmit the 1994-95 Civil Grand Jury Report and the Board of Supervisors comments to the Presiding Judge of the Superior Court.

Item 8 - File 39-95-6

Department: Juvenile Probation Department

Item: Hearing transmitting copy of report issued by the Civil Grand Jury entitled "1994-95 Report on Juvenile Probation Department."

Description: The 1994-95 Civil Grand Jury investigated the Juvenile Probation Department, including the administration of juvenile justice in San Francisco by and through the Juvenile Probation Department. According to the Civil Grand Jury report, the investigation was primarily to evaluate the progress made by the Department in implementing the recommendations contained in the 1993-94 Grand Jury Report entitled "Juvenile Justice," issued in February of 1994, and recommendations made by the Mayor's Juvenile Justice Task Force in March of 1994.

Based upon the Grand Jury's investigation, the following findings were identified:

- 1) There is no broad community agreement on basic philosophy to guide the Department as it deals with its needs and problems;
- 2) The Juvenile Probation Commission is not responsive in a timely manner to constructive advice from interested parties;
- 3) Many recommendations of the Mayor's Juvenile Justice Task Force Report issued in March, 1994 have not been implemented;
- 4) Departmental policy maintains the status quo;
- 5) There is no procedure in place to evaluate the effectiveness of programs carried out by either probation officers or contract program providers;
- 6) There is no follow-up or measurement over time of the impact on juveniles from Department services;
- 7) Effective coordination is lacking among the Department and other City agencies, such as the Department of Social Services (DSS), the San Francisco Unified School District, the Department of Mental Health, Substance Abuse and Forensics

(DMSF), Department of Public Health, and among various Family Courts;

8) The Serious Habitual Offender Program (SHOP), which targets an estimated 150 juveniles who commit the majority of violent crimes by juveniles in San Francisco, has not been implemented. The Board of Supervisors recently approved a release of reserved funds supporting the implementation of the SHOP (File 101-94-16.1). As noted in the Juvenile Probation Department's written response to the Grand Jury report, the SHOP began operations on June 29, 1995, subsequent to the Grand Jury's investigation. The Department reports that two Probation Officers have been assigned to the program, and four additional Probation Officers will be assigned as caseloads develop. Vehicles have also been ordered and should be delivered within 30 to 60 days, according to the Department.

9) Hazardous conditions exist at Juvenile Hall. The Department agrees that the facility must be replaced, however, a ballot proposition to fund the replacement failed;

10) The Department's computer system is inadequate for daily needs and for tracking of inmate progress until adulthood.

Based upon these findings, the 1994-95 Civil Grand Jury recommends the following:

1) The Juvenile Probation Commission should hold hearings immediately with all interested constituencies to form a philosophical basis to guide the Department in carrying out the objectives of the Juvenile Justice Programs;

2) The Commission should be responsive to advice from other City Departments and community groups who also have an interest in rehabilitating youthful offenders;

3) The Recommendations of the Mayor's Juvenile Justice Task Force should be immediately implemented;

- 4) Policy should be made by the Juvenile Probation Commission, not by Departmental staff, who may have a vested interest in maintaining the status quo;
- 5) A procedure should be established to evaluate the effectiveness of staff, staff programs and contract programs annually. The results of these annual evaluations should be reported to the Juvenile Probation Commission for its action;
- 6) There should be a system to measure the success or failure of the Department's programs on individual juveniles and on categories of juveniles over time;
- 7) Coordination among the Juvenile Probation Department and other City agencies should be extended beyond an initial evaluation of inmates to continuing group evaluations while the juvenile is under the jurisdiction of the Department;
- 8) The Serious Habitual Offender Program (SHOP) should be fully implemented immediately. (See finding No. 8 above).
- 9) The elected and appointed leadership of the City should conduct a campaign to educate the public on the need for a modern Juvenile Hall;
- 10) A computer system should be developed immediately which is capable of tracking inmate cases and measuring the activities and programs of the Department.

Comments:

1. The Presiding Judge of the Superior Court impanels the Civil Grand Jury. State law requires the Board of Supervisors to submit comments on the Civil Grand Jury's reports to the Presiding Judge. Therefore, a resolution to transmit the Civil Grand Jury report and the comments of the Board of Supervisors to the Presiding Judge of the Superior Court should be prepared in and reported out of the Government Efficiency and Labor Committee.
2. The Civil Grand Jury has requested responses within 60 days of June 15, 1995 on the 1994-95 Civil Grand Jury's report from the following:
 - The Juvenile Probation Commission and the Chief Probation Officer on recommendations 1 through 10;

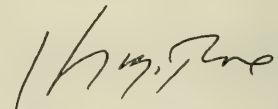
Memo to Government Efficiency and Labor Committee
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- The Office of the Mayor on recommendations 7 and 9;
- The Superintendent of Schools, the Director of Social Services and the Chief of Police on recommendations 7, 8 and 9.

As of the writing of this report, only the Juvenile Probation Department, the Department of Social Services (DSS) and the Chief of Police have written responses in the Clerk of the Board's file.

3. The Civil Grand Jury did not include cost estimates or savings estimates related to the implementation of its recommendations.

Recommendation: Contingent upon receiving the remaining written Departmental responses, prepare in and report out a resolution for the Board of Supervisors to transmit the 1994-95 Civil Grand Jury Report and the Board of Supervisors comments to the Presiding Judge of the Superior Court.



Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Ammiano
Supervisor Teng
President Shelley
Supervisor Kaufman
Supervisor Migden
Supervisor Alioto
Supervisor Bierman
Supervisor Hsieh
Supervisor Kennedy
Supervisor Leal
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

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CALENDAR

**RESCHEDULED MEETING
GOVERNMENT EFFICIENCY AND LABOR COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO**

DOCUMENTS DEPT.

AUG 28 1995

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TUESDAY, AUGUST 22, 1995 - 3:00 P.M.

Veterans Building
401 Van Ness Ave., Room 410

PRESENT: Supervisors Terence Hallinan and Tom Ammiano

ABSENT: Supervisor Mabel Teng

CLERK: Gail Johnson

1. File 107-95-1.2. [Mandatory Direct Rent Payment Program] Hearing to consider the manner in which Proposition N, the "General Assistance Mandatory Direct Rent Program," is to be implemented including the release of funds by the Controller for this program which were placed on reserve by the Board of Supervisors. (Supervisor Hallinan)

ACTION: Hearing held. Consideration continued to September 12, 1995, meeting.

2. File 25-95-16. [Prop J Contract, Transcription Services] Resolution concurring with the Controller's certification that transcription services for the Medical Examiner's Office can be practically performed by private contractors for lower cost than similar work services performed by City and County employees. (Chief Medical Examiner - Coroner)

(Consideration continued from 08/08/95)

ACTION: Tabled (at the request of the Chief Administrative Officer).

3. File 25-95-18. [Contract Out, Body Removal Services] Resolution concurring with the Controller's certification that body removal services for the Medical Examiner's Office can be practically performed by private contractor for lower cost than similar work services performed by City and County employees. (Chief Medical Examiner-Coroner)

(Consideration continued from 08/08/95)

ACTION: Hearing held. Tabled.

4. File 25-95-17. [Prop J Contract, Laundry Services] Resolution concurring with the Controller's certification that the laundry processing services can be practically performed for the Department of Public Health, San Francisco General Hospital, by private contractor for a lower cost than similar work services performed by City and County employees. (Department of Public Health)

(Consideration continued from 08/08/95)

ACTION: Recommended.

5. File 25-95-24. [Contract Out, Victim Witness Services] Resolution concurring with the Controller's certification that assistance to certain victims of crime and education in community anti-street violence can be practically performed for the District Attorney's Victim Witness Assistance Program by a private contract for a lower cost than similar work services performed by City and County employees. (District Attorney)

ACTION: Amended on line 5, after "employees," and on line 25, after "Violence," by adding "retroactive to July 1, 1995." Recommended as amended. New title: "Concurring with the Controller's certification that assistance to certain victims of crime and education in community anti-street violence can be practically performed for the District Attorney's Victim Witness Assistance Program by a private contract for a lower cost than similar work services performed by City and County employees, retroactive to July 1, 1995."

6. File 146-95-11. [State Grant - California Healthcare for Indigents Program] Resolution authorizing the Department of Public Health to apply for, accept, and expend a grant allocation of up to \$8,971,844 for fiscal year 1995-96 funding from the State Department of Health Services for California Healthcare for Indigents Program (CHIP) funds for medical services to indigent persons, professional services, medical services contracts, materials and supplies, facilities rental, personal services, and indirect costs in the amount of \$61,442, based on 12.1 percent of administrative and fiscal intermediary costs. (Department of Public Health)

ACTION: Hearing held. Amended on page 1, line 1, and on page 2, line 10, after "expend," by adding "retroactively." Recommended as amended. New title: "Authorizing the Department of Public Health to apply for, accept, and expend, retroactively, a grant allocation of up to \$8,971,844 for fiscal year 1995-96 funding from the State Department of Health Services for California Healthcare for Indigents Program (CHIP) funds for medical services to indigent persons, professional services, medical services contracts, materials and supplies, facilities rental, personal services, and indirect costs in the amount of \$61,442, based on 12.1 percent of administrative and fiscal intermediary costs."

7. File 39-95-4. [Civil Grand Jury Report 1994-95, Department of Human Resources] Hearing to consider the report issued by the 1994-95 Civil Grand Jury entitled, "Department of Human Resources: Findings and Recommendations". (Civil Grand Jury)

ACTION: Hearing held. Motion prepared in and reported out of Committee entitled "[Grand Jury Recommendations] Directing the Clerk of the Board of Supervisors to submit comments on the recommendations of the 1994-95 Civil Grand Jury to the Presiding Judge of the Superior Court pertaining to the Department of Human Resources." Recommended.

8. File 39-95-6. [Civil Grand Jury Report 1994-95, Juvenile Probation Department] Hearing to consider the report issued by the 1994-95 Civil Grand Jury entitled, "Juvenile Probation Department". (Civil Grand Jury)

ACTION: Hearing held. Motion prepared in and reported out of Committee entitled "[Grand Jury Recommendations] Directing the Clerk of the Board of Supervisors to submit comments on the recommendations of the 1994-95 Civil Grand Jury to the Presiding Judge of the Superior Court pertaining to the Juvenile Probation Department." Recommended.

LITIGATION

The Government Efficiency and Labor Committee of the Board of Supervisors may meet in closed session under the provisions of Government Code Section 54956.9(a) to discuss proposed settlement of the lawsuit listed below: this lawsuit involving the City and County of San Francisco. This motion would be made on the basis that discussion in open session of this proposed settlement would prejudice the position of the City in these lawsuits.

9. File 45-95-33. [Settlement of Litigation, U.S.A. (Davis) v. CCSF] Ordinance authorizing settlement of litigation of U.S.A. (Davis) v. City and County of San Francisco, by payment of \$1,404,894.90. (City Attorney) (USDC, Northern California, Consolidated Cases Nos. C84-7089 MPH and C84-1100)

ACTION: Recommended.

The Government Efficiency and Labor Committee of the Board of Supervisors may find that it is in the best interests of the City not to disclose any information revealed in its closed session deliberations in the proposed settlement listed above at this time and may move not to disclose any information at this time.

